

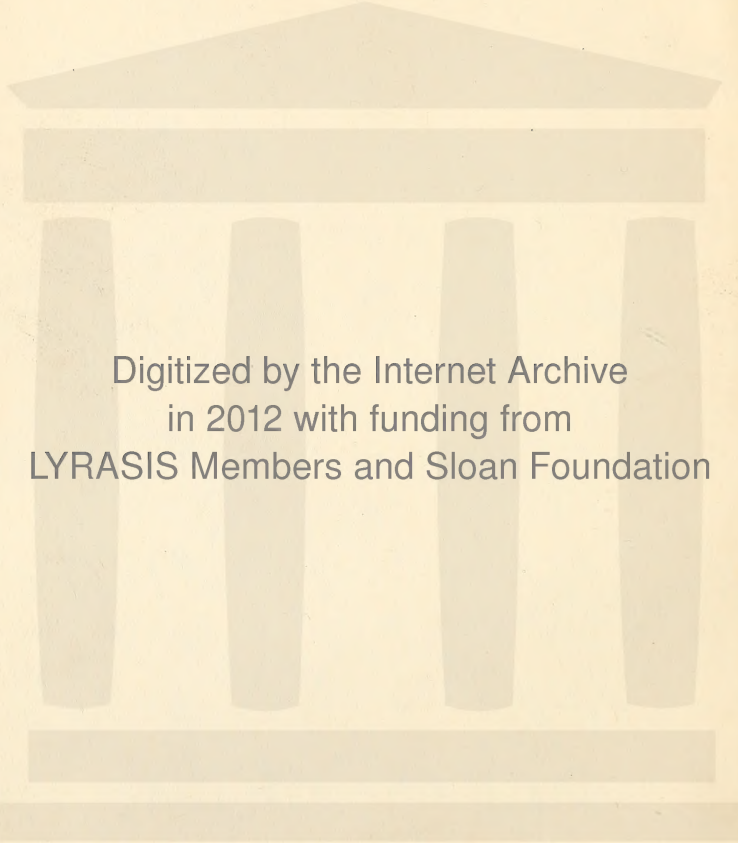
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The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JANUARY, 1940

NUMBER 1

SUMMER SESSION
CATALOGUE NUMBER

1940



DUQUESNE UNIVERSITY

PITTSBURGH, PA.

VOLUME XXVIII

JANUARY, 1940

NUMBER 1

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THE UNIVERSITY PERSONNEL

Officers of Administration

THE UNIVERSITY

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REV. JOHN J. SULLIVAN, C.S.Sp., M.A.....	<i>Vice-President</i>
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MARIA GERTRUDE BLANCHARD, B.A.....	<i>University Librarian</i>
LEO O'DONNELL, M.D.....	<i>Director of Student Health</i>
W. JOHN DAVIS, B.A., LL.B.....	<i>Director of Publicity</i>
ALDO T. DONELLI, M.B.A.....	<i>Director of Athletics</i>

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MARTIN I. J. GRIFFIN, Ph.D.....	<i>Dean of the College of Liberal Arts and Sciences</i>
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REV. JOHN J. MANNING, C.S.Sp., M.A.....	<i>Dean of the School of Music</i>
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MARTIN A. ROSANOFF, Sc.D.....	<i>Dean of the Graduate School</i>
MARY W. TOBIN, R.N., M.A.....	<i>Dean of the School of Nursing</i>
ALBERT B. WRIGHT, D.C.S....	<i>Dean of the School of Business Administration, Director of the Evening Division</i>

THE SUMMER SESSION FACULTY

VERY REV. RAYMOND V. KIRK, C.S.Sp., Ph.D.,	<i>President of the University, and Professor of Education</i>
REV. EDWARD A. MALLOY, C.S.Sp., M.A....	<i>Director of Summer Session</i>
FRANCIS ARANYI, Hochschule of Music, Berlin;	<i>Professor of Harmony, Violin</i>
ANNE MARY BARR, B. Ed.....	<i>Instructor in Elementary Education</i>
WILLIAM H. BENNETT, M.A.....	<i>Assistant Professor of English</i>
EVE BETSCHART, B.A.....	<i>Instructor in Elementary Education</i>
MARIA GERTRUDE BLANCHARD, B.A.....	<i>Instructor in Library Science, University Librarian</i>
JAMES BORRELLI, Naples Conservatory.....	<i>Director of University Band, Instructor in Clarinet</i>
C. GERALD BROPHY, M.A., LL.B.....	<i>Professor of Social Science</i>

DUQUESNE UNIVERSITY SUMMER SESSION

THE SUMMER SESSION FACULTY—Continued

REV. JAMES F. CARROLL, C.S.Sp., S.T.D.....	<i>Professor of Philosophy</i>
MARIA G. CORRIOLS, M.A.....	<i>Professor of Spanish</i>
JOSEPH A. CROWE, C.E.....	<i>Instructor in Mathematics</i>
GEORGE E. DAVIS, Ph.D.....	<i>Associate Professor of Physics</i>
OSCAR E. DEL BIANCO, Naples Conservatory..	<i>Professor of Orchestration, Counterpoint, and Composition</i>
JOHN P. DESMOND, B.A.....	<i>Instructor in English</i>
HELMUT GEORGE DIRKS, Ph.D.....	<i>Assistant Professor of German</i>
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TOBIAS H. DUNKELBERGER, Ph.D....	<i>Assistant Professor of Chemistry</i>
FRANK T. EBBERTS, B.S. in Ec., LL.B., Asst.	<i>Professor of Business Law</i>
MICHAEL V. FERENCE, M.S.....	<i>Instructor in Elementary Education</i>
REV. JULIAN P. SIGMAR VON FERSEN, S.T.D....	<i>Instructor in Philosophy</i>
JOSEPH P. GORHAM, M.B.A.....	<i>Instructor in Accounting</i>
BENJAMIN E. GRANT, M.A.....	<i>Assistant Professor of Commerce</i>
ROBERT T. HANCE, Ph.D.....	<i>Graduate Professor of Biology</i>
WILVERDA HODEL, M.S. in Ed.....	<i>Associate Professor of Commercial Education; Head, Stenographic Department</i>
EBBA LINDBOM HOUGGY, B.Ed.....	<i>Instructor in Music Education</i>
THOMAS D. HOWE, Ph.D.....	<i>Professor of Biology</i>
RUTH D. JOHNSON, Ph.B....	<i>Associate Professor of Nursing Education</i>
RAYMOND J. KELLEY, M.A.....	<i>Professor of Political Science</i>
FRANCIS KLEYLE, M.S. in Ed.....	<i>Instructor in Education</i>
ANDREW J. KOZORA, B.S.....	<i>Instructor in Physics</i>
SISTER M. VIOLA LEININGER, O.S.F., M.A.....	<i>Instructor in Education</i>
FRED J. LISSFELT, M.L.,	<i>Instructor in Music History, Music Appreciation</i>
MILDRED LORENTZ, R.N.....	<i>Visiting Lecturer in Nursing Education</i>
HUGH MACDONALD.....	<i>Instructor in Piano and Organ</i>
REV. JAMES J. MAGUIRE, C.S.Sp., B.A.....	<i>Instructor in English</i>
ELIZABETH A. MALADEY, B.M.,	<i>Head, Department of Public School Music</i>
JOHN F. MATEJCZYK, M.S.....	<i>Assistant Professor of Chemistry</i>
WILFRID J. MATHEWSON, M.A.....	<i>Professor of English; Head, Department of English</i>
HARRY B. McCLELLAN, B.S. in Ec.....	<i>Instructor in Accounting</i>
JAMES F. McDUNN, C.P.A.....	<i>Instructor in Accounting</i>
JAMES W. MCGOWAN, M.A.....	<i>Instructor in Sociology</i>
McCLURG MILLER, Mus.D.....	<i>Instructor in Voice</i>
CHARLES MONTICONE, Ph.D.....	<i>Associate Professor of French</i>
LUELLA C. NOLEN, M.S.....	<i>Instructor in Elementary Education</i>
JOHN P. O'CARROLL, M.A.....	<i>Professor of Organic Chemistry</i>
REV. WILLIAM E. O'DONNELL, C.S.Sp., M.A.....	<i>Professor of French</i>
M. OSTROVSKY, Ph.D.....	<i>Graduate Instructor in Mathematics and Mathematical Physics</i>

THE SUMMER SESSION FACULTY—Continued

- ARTHUR LESTER PIERCE, M.A.....*Instructor in Education*
FRANCIS R. PREVEDEN, Ph.D.....*Instructor in Ancient Languages*
ARTHUR L. RAYHAWK., Ph.D....*Professor of Business Administration*
KATHRYN B. REDMAN, D.Educ....*Professor of Elementary Education;*
Head of Department of Elementary Teacher Training
J. W. CRANE REMALEY, Ph.D., *Graduate Associate Prof. of School Law*
SAMUEL H. REPLOGLE, M.A. . *Graduate Assistant Professor of Education*
DAVID W. RIAL, M.A.....*Instructor in Elementary Education*
ERNA RISCH, Ph.D.....*Assistant Professor of History*
CLARA BLANCHE RUE, B.S.....*Associate Professor and Director,*
Public Health Nursing
DOMINIC DE LA SALANDRA, Ph.D.....*Assistant Professor of History*
JOHN SAVULAK, M.A.....*Assistant Professor of Education*
ELIZABETH M. SCHEIB, M.A.....*Instructor in English*
WILLIAM SCHUBERT, M.S.....*Instructor in Biology*
REV. FRANCIS P. SMITH, C.S.Sp., M.A.....*Instructor in Philosophy*
A. M. SNYDER, Ph.D.....*Graduate Assistant Professor of Psychology*
M. A. STEINER, Ph.D.....*Graduate Assistant Professor of Education*
ELSA STOCKMANN, B.S., Royal Academy of Berlin...*Instructor in Piano*
REV. JOHN J. SULLIVAN, C.S.Sp., M.A., *Professor of Ancient Languages*
and Vice-President of the University
STEPHEN A. SUTTON, B.A.....*Instructor in Finance*
GEORGE V. TCHIRKOW, D. Int. L....*Associate Professor in Commerce*
CORRINNE E. UNGERER, B.A. in Drama*Instructor in Costume*
RAYMOND J. WORLEY, Ph.D.....*Professor of Education; Head of the*
Department of Commercial Education

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, drama, and nursing. Pre-medical and pre-dental courses are offered. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. The student body numbers nearly 3,500.

The university buildings include an administration building, research laboratories, a music building, a library, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for the late afternoon and evening classes of the university.

RECOGNITION

Under date of March 30, 1911, the Supreme Court of the state of Pennsylvania approved the B.A. and B.S. degrees granted by Duquesne University and ordered that they be accepted by the State Board of Law Examiners as satisfactory evidence of a candidate's fitness to begin the study of law without further examination.

On May 9, 1919, the same Court, through the agency of the State Board of Law Examiners, accepted Duquesne University's B.S. in Economics degree for the purpose of registration of law students.

Under date of February 19, 1926, the Board of Regents of the University of the State of New York formally registered Duquesne University under Section 403 of Regents' Rules, in

its course of study leading to the degree of Bachelor of Arts. Graduates holding this degree are entitled to the remission of one year in the study of law for admission to the bar examinations in the state of New York.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy on March 10, 1926.

The State Council of Education of Pennsylvania has placed Duquesne University on the list of accredited institutions whose graduates may obtain the provisional or permanent college certificate for teaching. The same Council in 1930 recognized Duquesne University's degrees in Education and in Music; and in 1937 approved the School of Nursing.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, and the American Medical Association.

LOCATION AND EQUIPMENT

The majority of the university courses are given on the campus but because of the development of the university and for the greater convenience of certain classes of students it has been found advantageous to establish a division of the university in the business section of the city.

CAMPUS

The campus is located on an eminence just beyond Pittsburgh's Golden Triangle, overlooking the Boulevard of the Allies and the Monongahela River. It is close to the depots of the many railroad lines that make Pittsburgh the Gate of the West, and it is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County. During the academic year, the campus is occupied by the College of Liberal Arts and Sciences, the School of Education, the School of Music, the Graduate School, the School of Pharmacy, the School of Business Administration, the School of Drama, the School of

Nursing and the special Saturday classes. *During the summer months it becomes the headquarters of the Summer School.*

THE DOWNTOWN SCHOOL

Since the foundation of the Law School in 1911, the university authorities have maintained certain classes in downtown office buildings. The Fitzsimons Building, situated at 331 Fourth Avenue, in the heart of the financial district, was purchased by the university in 1932. It is used for the School of Law, the Department of Commercial Education and for late afternoon and evening classes which are offered by the other schools and colleges of the university. *All classes of the Summer Evening sessions are held in this building, and a number of Summer Day classes in Commercial Education and Business Administration.*

This arrangement is especially convenient for business and professional men and women who desire to profit by such courses.

BUILDINGS

The Administration Building is a large six-story building on the south end of the campus at Bluff and Colbert Streets. It contains the general administration offices of the university, the offices of the School of Drama, classrooms, student dormitories, and the ecclesiastical library. The Chapel, which is connected with this building, is a handsome Gothic structure completed in 1904. The University Theatre, also connected with the Main Building, has a seating capacity of 350.

Canevin Hall, completed in 1923, is a fireproof brick and stone building on the west corner of Colbert and Vickroy Streets. It contains classrooms, laboratories, offices and a cafeteria.

The New Library Building, completed in 1939, is located on Colbert and Locust Streets. It offers a large space with an abundance of natural light.

The Activities Building, acquired in 1927, is a three-story brick building, located on Vickroy Street, directly across from Canevin Hall. It is used for a student lounge. Special rooms have been designated as conference rooms for faculty and students.

The Chemistry Building on Colbert and Vickroy Streets is located next to the Activities Building and is used exclusively for laboratory work.

The Music Hall, acquired in 1932, is located at the corner of Hooper and Ivanhoe Streets. Here are located the offices, classrooms, practice rooms and the recital hall of the School of Music.

The Fitzsimons Building, located at 331 Fourth Avenue, is a seven-story business building several floors of which have been remodeled for administrative and classroom uses.

The Graduate Building, acquired in 1922, is located at 933 Vickroy Street. It houses the administration offices and research laboratories of the Graduate School.

The Gymnasium, a brick and stone structure built in 1923 at 725 Locust Street, contains the administration offices of the Athletic Department, a basketball court with a seating capacity of 2,000. On its roof, which is level with the athletic field, are two asphalt tennis courts.

St. Henry's Hall, acquired in 1938, is located at 811 Bluff Street. It houses the administration offices, conference and demonstration rooms of the School of Nursing.

The Biology Laboratory Building, is located at 909 Ivanhoe Street. This building acquired in 1922 was reconditioned and remodeled in 1938 for the exclusive requirements of laboratory work in Biology.

St. John's Hall, *St. Martin's Hall*, *Varsity Hall*, *St. Mary's Hall*, *Murphy Hall*, *St. Cecelia's Hall*, *Freshman Hall* are residence buildings in which private rooms are available to a limited number of students.

LIBRARIES

The book collection of the libraries of the university proper approximates 50,000 volumes.

GENERAL LIBRARY

The General University Library affords adequate material for the reference and study needs of the undergraduate student, as well as books for recreational reading. All books, except those of a definite reference nature, and those placed on reserve temporarily for class assignments, may be borrowed for home reading.

A few special reference rooms have been provided in the library building. In these rooms are to be found collections of books in foreign languages, bound and unbound periodicals, public documents, theses and unbound pamphlets.

DEPARTMENTAL LIBRARIES

1. The Law Library is located in the Fitzsimons Building in conjunction with the Law School. It contains complete sets of Pennsylvania State Reports, Superior Court Reports, Digests of decisions and statutes, together with other material covering every legal subject.

2. The Ecclesiastical Library is located in the Administration Building. It contains a special collection of some three thousand volumes on Patrology, Moral, Dogmatic, Ascetic and Pastoral Theology, Scripture Commentaries, Scholastic Philosophy and Hagiography.

This specialized library is open for reference use only to graduate students in the fields of Scholastic Philosophy and Medieval History.

This library is the most complete of its kind in Western Pennsylvania.

ADDITIONAL LIBRARY FACILITIES

The City of Pittsburgh offers ample library facilities to the student. The book collections of the public and institutional libraries of the city total more than 1,000,000 volumes. The students have free access to the following libraries: the Carnegie Library and its various branch libraries, the Carnegie Free Library of Allegheny, the Allegheny County Law Library, the Historical Society of Western Pennsylvania Library, the Carnegie Museum Library, and the Pittsburgh Academy of Medicine Library.

THE 1940 SUMMER SESSION

GENERAL INFORMATION

The Summer Sessions held each year since 1912 at Duquesne University are an integral part of the academic program of the University. The same standards of instruction are maintained as prevail during the fall and spring terms. All courses offered in the Summer Sessions carry full credit towards degrees conferred by the university for properly qualified students.

All classes of the day sessions are held on the university campus except courses in Business Administration and Commercial Education. These latter together with evening session courses are held in the Fitzsimons Building, 331 Fourth Ave., within short walking distance from the campus.

PURPOSE

The Summer Session serves to meet the needs of the following classes of students:

- (a) University and college students who wish to remove deficiencies in course, or to ease the burden of a difficult schedule, or to complete work for degrees in less than the usual four years.
- (b) Graduates and undergraduates who are fulfilling requirements for degrees by Summer Sessions only, or by Summer Sessions and part-time work.
- (c) Teachers and others in professional service who are working for certificates or degrees, or who wish to keep abreast of progress in knowledge and technique in their respective fields.
- (d) Persons who wish to avail themselves of the cultural and informational value of individual and timely courses regardless of academic credit.

FACULTY

For the most part the teaching staff is selected from the resident faculty of the university, but, in addition, a number of guest professors are invited from other institutions.

SESSIONS

Three distinct sessions are held. The six weeks regular session; the eight weeks science session and the twelve weeks evening session.

DUQUESNE UNIVERSITY SUMMER SESSION

Six Weeks Session: Classes begin Monday, July 1 and close Friday, August 9. Classes will be in session Monday through Friday. Approximately 150 courses are offered by the Colleges and Schools of the University participating in this session.

Eight Weeks Session: Classes begin Monday, July 1 and close Friday, August 23. If the students registered for these courses so desire, classes will be held on Saturdays, and the courses brought to a close Saturday, August 16. This session affords an opportunity for those students desiring full credit for a regular eight-credit science course.

Twelve Weeks Evening Session: Classes begin Monday, June 3 and close Friday, August 23. Courses offered in this session are conducted in the Fitzsimons Building, 331 Fourth Avenue. Students may earn in the Evening Session eight semester hours credit in twelve weeks. Each course meets for two and one-half clock hours twice each week: Monday and Wednesday; Tuesday and Thursday.

ADMISSIONS AND CREDIT

Students are admitted without examination to the Summer Session, and with the Dean's approval may register for any course they are qualified to pursue with advantage. Both men and women are admitted to all courses, except those in the School of Nursing. Students expecting to transfer Summer Session credits to other institutions should secure official approval of their selection of courses from the institution to which they wish to have the credits transferred. Auditors may attend most of the courses upon payment of the regular fees. They will not be permitted to take examinations nor will credit be granted. All courses offered in the Summer Session carry credit towards degrees for academically qualified students. Courses numbered from 100 to 499 are open for credit to undergraduates only; courses from 500 to 599 are open to both graduate and undergraduate students. Courses numbered 600 and above are for graduate students only.

COURSES OF STUDY

A broad and varied program of courses leading to degrees is offered in the *College of Liberal Arts and Sciences*, *The School of Education*, *The School of Business Administration*, *The School of Music*, *The School of Nursing*, *The School of Drama*, and *The Graduate School*. Particular

efforts have been made in the many courses offered in the School of Education to meet teacher requirements in all phases of school work from nursery through the secondary level. In Philosophy, Education, and the Social Sciences are to be found courses dealing directly with the economical, social, and political problems that are challenging the best minds of our nation today.

The program of the School of Nursing has been arranged to meet the needs of graduate nurses who desire to complete requirements for the degree of Bachelor of Science in Nursing, or who wish to complete educational requirements in special fields of administration, supervision, public health. High School graduates looking forward to a degree in nursing may begin their preprofessional academic training in the Summer Session.

HOUSING ARRANGEMENTS

Limited residence facilities on the campus are available. Convenient to the university are moderately priced hotels, and privately conducted boarding homes. Two residence halls are reserved exclusively for religious. Meals are available in the university cafeteria.

SUMMER SESSION NEWS

Inaugurated in 1938, this news sheet is published every Thursday during the regular session by the office of the Director of the Summer Session. It carries announcements and news of interest to students and faculty.

SPECIAL ACTIVITIES

The industrial life of Pittsburgh, its museums and historic shrines together with its parks, playgrounds and rivers afford abundant opportunity for interesting and profitable distraction and recreation. A series of lectures, conferences, concerts, plays, and excursions are offered to students, and are announced each week in advance in the Summer Session News.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, conducted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for the Day Sessions (six and eight weeks) will be held in the university gymnasium, 729 Locust Street, from 9 A. M. until 5 P. M., Thursday through Saturday, June 27, 28, 29.

Late registration will be held in the Office of the Registrar, Room 105, Administration Building, during the first week of the session.

Registration for the twelve weeks evening session will be held in the office of the Evening Division, 604 Fitzsimons Building, 331 Fourth Avenue, from 9 A. M. to 8:30 P. M., Monday through Saturday, May 27—June 1, inclusive.

(2) The student's schedule is prepared in conference with his Dean or advisor.

(3) Tuition and fees for the session are payable at registration unless other arrangements are made through the Deferred Tuition Office.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their Dean. A student who withdraws from a course without proper authorization receives a grade of **F** for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege.

STUDENT STANDING

(a) *Class Attendance:* Students may not absent themselves from class without good reason and permission of the Dean of the School in which they are enrolled. Absence of more than ten percent of the required attendance will disqualify students from examination and credit.

(b) *Examinations:* Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) *Grading*: The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; (an E mark can be changed only to either D or F by re-examination); F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) *Quality Points*: For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B, by 2; grade C, by 1; grade D, by 0; and grade F, by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary marks, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

Temporary marks, E, I, X, if not removed within the first 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit.

The days set aside for condition examinations are announced in the university calendar.

(d) *Unit of Credit*: The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(e) *Scholastic Standing*: A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

Freshmen—Those having completed less than 30 semester hours. *Sophomores*—Those having completed 31 to 60 semester hours. *Juniors*—Those having completed 61 to 90 semester hours. *Seniors*—Those having completed 91 to 120 semester hours.

GRADUATION

(a) *General Requirements*: A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) *Scholastic Requirements*: The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) *Quality Point Requirements*: The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

TUITION AND FEES

DAY SESSION (*Six and Eight Weeks*)

Tuition per Semester Hour Credit.....	{ Undergraduate	\$ 8.00
	{ Graduate	10.00

The total tuition for the semester is payable at registration, unless other arrangements are made through the Deferred Tuition office.

EVENING SESSION (*Twelve Weeks*)

Tuition per Semester Hour Credit.....	{ Undergraduate	
	{ First Four Credits	\$ 8.75
	{ Additional	8.00
	{ Graduate	10.00

LATE REGISTRATION FEE.....\$ 5.00

This fee is charged to all students registering later than the dates announced in the calendar.

LABORATORY BREAKAGE DEPOSIT.....\$ 2.50

This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the session. Any charge in excess of this fee will be paid by the student.

LABORATORY FEES:

Students enrolled in the following courses will pay laboratory fees as indicated:

\$2.00—Commercial Education: 103, 104, 225, 226, 461.

Speech: 101, 102, 103, 104, 201, 202, 203, 204.

\$2.50—Business Administration: 351, 352.

Nursing: 103, 104.

\$5.00—Advertising: 317, 318, 337, 338, 419, 420, 441, 442.

Biology: 101, 102, 201, 202, 211, 301, 305, 311, 401, 402, 403, 406.

Chemistry: 204, 301, 304, 306, 430, 431.

Nursing: 431.

Physics: 201, 202, 407, 408, 409.

\$7.50—Chemistry: 101, 102, 201, 202, 204, 301, 401, 402, 501, 502.

\$10.00—Chemistry: 302, 441.

Laboratory fees are not subject to refund.

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SCHOOL OF MUSIC—*Private Instruction Fee*.....\$30.00

This fee is charged for one hour a week private instruction for voice or instrument.

GRADUATE SCHOOL—*Thesis Binding Fee*.....\$ 5.00

To cover the cost of binding three copies of student's thesis.

GRADUATION FEES—*Bachelor's Degree*.....\$15.00

Master's Degree..... 25.00

Doctor's Degree..... 50.00

DESCRIPTION OF COURSES

INTRODUCTORY

While any changes made in the schedule of courses will be negligible, the university reserves the right to make such changes as may be necessary. Courses for which there is insufficient demand will be cancelled.

Courses numbered between 100 and 499 are open, for credit, only to undergraduate students; those numbered between 500 and 599 are open to graduate and undergraduate students. Courses numbered 600 and above are for graduate students only.

Credit for courses is expressed in semester hours.

EXPLANATIONS AND ABBREVIATIONS

Catalog numbers followed by "e" designate that the course is scheduled for the evening. Official abbreviations for buildings and places where classes are held:

- A—Administration Building
- B—Biology Laboratory Building
- C—Canevin Hall
- CB—Chemistry Building
- F—Fitzsimons Building
- G—Graduate Building
- H—St. Henry's Hall
- L—Library Building
- M—Music Hall
- T—Theatre (Administration Building)

The following order of information has been observed with the listing of each course: catalog number; descriptive title; a brief description of the course; prerequisite; credit; teacher; building-room; and hour.

ACCOUNTING

s 201, 202. **INTRODUCTORY ACCOUNTING.** This course is devoted to the fundamental problems of accounting, building up along the lines and methods of modern accounting practice. The subject matter embraces: theories of debit and credit; classification of accounts; underlying principles of accounting records; business papers used as the basis for first entry; simple problems of the balance sheet and income statement; controlling accounts; handling sales and purchases; safeguarding the cash; consignments; basic interrelations between accounting and business management. Practice material will be provided. Credit, *Six hours*—MR. GORHAM. F 614, 9:00—12:00.

s 303, 304. **PRINCIPLES OF ACCOUNTING.** The aim of the course is to present a thorough study of the corporation and its related problems. Some of the topics covered are: records and accounts peculiar to a corporation; elements of manufacturing accounts; perpetual inventory, voucher system and payroll methods; theories of the balance sheet, its make-up, form, and arrangement; valuation of assets in the balance sheet; depreciation; showing of liabilities; valuation of capital stock; profits; dividends; reserves and surplus; sinking and other funds; income summary; liquidation of a corporation; consolidations and mergers; branch house accounting; fire loss adjustments; hypothecation of accounts receivable; fiduciary accounts. Practice work in corporation accounts and related problems. Prerequisite: Acct. 201, 202. Credit, *Six hours*—MR. MCCLELLAN. F 610, 9:00—12:00.

s 303, 304 e. **PRINCIPLES OF ACCOUNTING.** A course similar to 303, 304 but more limited in scope. The most important topics covered are: opening the books of corporations; various classes of capital stock; distinction between proprietorship, partnership, and corporation regarding ownership; control; the voucher system; balance sheet valuation; depreciation, its causes, factors and rate determination and methods of calculating; temporary and permanent investments. Practice work in corporation accounts is given. Prerequisite: Acct. 201, 202. Credit, *Four hours*—MR. GORHAM. F 614, 6:00—8:30 M.W.

s 305, 306 e. **ACCOUNTING PRACTICE.** This course continues the study of accounting theory and supports it by practical problems covering the work sheet, adjustments, etc. Main topics treated are: construction and technique of the balance sheet; profit and loss statement; surplus and reserve accounts; statement of funds and their application; comparative balance sheets and consolidated balance sheets; sinking funds; statements of realization and liquidation. Numerous problems are provided as practice work. Prerequisite: Acct. 303, 304. Credit, *Four hours*—MR. MCCLELLAN. F 614, 6:00—8:30 T. Th.

BIOLOGY

s 101. **BOTANY.** A general survey of the plant kingdom. The general morphology and physiology of the higher plants are taken up, followed by a study of the life cycles and evolution of representative plants from the various groups. Class, 6 hours; Laboratory, 8 hours. Credit, *Four hours*. C 12, DR. HOWE.

s 102. **ZOOLOGY.** A general survey of the animal kingdom, including life processes, life histories, and a study of representative forms from the different groups. Class, 6 hours; Laboratory, 8 hours. Credit, *Four hours*. C 12, DR. HOWE.

s 107, 108. **PRINCIPLES OF BIOLOGY.** A cultural course for students desiring some acquaintance with the subject as a whole. This course carries no credit if further work in Biology is taken. Recitations with lecture demonstration. Class, 6 hours. Credit, *Six hours*. MR. SCHUBERT. C 28, 11:00—1:00.

s 501. **HISTOLOGY AND MICROTECHNIQUE.** A course covering the collection and preservation of biological specimens and the preparation of sections of such material for microscopic study. Some knowledge is gained of the types of cells and tissues found in different plant parts. Prerequisite: Biology 101. Class, 1 hour; Laboratory, 6 hours. Credit, *Four hours*. 9:00—11:00 B, DR. HANCE.

s 505. **EMBRYOLOGY.** The early development of vertebrates, including fertilization, cleavage, origin of organ systems, and various phenomena connected with Mammalian development. Laboratory work and detailed study of the development of the chick. Lecture, 2 hours. Laboratory, 6 hours. Credit, *Six hours*. DR. HANCE. To be arranged.

s 521. **MICROLOGY AND HISTOLOGY.** Modern techniques for the preparation of plant and animal tissues for microscopic study. The details of histological structure will be studied. The course will be of value to pre-medical students, technicians, biology majors, and high school teachers of biology. Credits variable. DR. HANCE. To be arranged.

s 601. **BIOLOGY FOR TEACHERS OF BIOLOGY.** A course in which the biology taught by the High School teacher is analyzed and augmented with new facts and methods for the better understanding of the subject by the teacher himself. Credit, *Three hours*. DR. HANCE. To be arranged.

s 700. **SPECIAL PROBLEMS IN BIOLOGY.** To be arranged. DR. HANCE. B, To be arranged.

BUSINESS LAW

s 301, 302 e. **INTRODUCTORY BUSINESS LAW.** A course similar to Business Law 301, 302 but limited to the subjects of contracts, agency, and negotiable instruments. Credit, *Four hours*—MR. EBBERTS. F 715, 6:00—8:30.

CHEMISTRY

s 101, 102. **INORGANIC CHEMISTRY.** A general college course dealing with the fundamental laws and theories of inorganic chemistry. Non-metallic elements and their compounds; metals and their compounds; industrial processes; modern chemical theories. Credit, *Eight hours*. MR. MATEJCZYK. See Schedule.

s 201, 202. **ORGANIC CHEMISTRY.** A course in general organic chemistry dealing with fundamental theories and with the aliphatic hydrocarbons and their derivatives. Compounds representing the important types are prepared in the laboratory. The aromatic hydrocarbons and their derivatives, terpenes, alkaloids, proteins and many compounds of medical importance are studied. Prerequisite: Chemistry 2. Class, 6 hours; Laboratory, 8 hours. Credit, *Eight hours*. MR. O'CARROLL. See Schedule.

s 204. **QUALITATIVE ANALYSIS.** An introductory course in chemical analysis dealing with the properties and reactions of the common elements and the common organic and inorganic acids. The qualitative analysis of a number of solutions and solids is carried out. Prerequisite: Chemistry 102. Class 2 hours; Laboratory, 6 hours. Credit, *Four hours*. MR. O'CARROLL. See Schedule.

s 301. **QUANTITATIVE ANALYSIS.** A course in gravimetric and volumetric processes. The use of the analytic balance; stoichiometry; common gravimetric determinations; the preparation and standardization of volumetric solutions; assays involving neutralization, precipitation, oxidation and reduction. Prerequisite: Chemistry 4. Class, 2 hours; Laboratory 9 hours. Credit, *Four hours*. DR. DUNKELBERGER. See Schedule.

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s 601. **CHEMISTRY FOR TEACHERS OF CHEMISTRY.** An amplification of the High School course in chemistry, with special reference to the underlying theories. The course will include, for instance, a most thorough discussion of chemical formulation. Credit, *Two hours*. DR. DUNKELBERGER. G, To be arranged.

s 610. **PHYSICO-ORGANIC CHEMISTRY.** A study of the methods for determining the size, shape, and structure of organic molecules, and the nature and velocity of organic reactions. Prerequisite: Physical Chemistry 407, 408. Credit, *Two hours*. DR. DUNKELBERGER. G, To be arranged.

COMMERCE

s 323, 324 e. **BUSINESS COMMUNICATION.** The course covers the entire field of business correspondence. The principles of modern business writing are explained, illustrated and applied. Certain types of correspondence such as applications, inquiries, adjustments, credit letters and sales letters receive particular attention. Abundant practice work is provided. Prerequisite: Commerce 303, 304 and English 105, 106. Credit, *Four hours*. MR. EBBERTS. F 715, 6:00—8:30 T. Th.

s 421, 422 e. **PRINCIPLES OF SALESMANSHIP.** A course in the principles of salesmanship covering fundamentals of selling, analyzing the product, organization of selling background, psychology of sales appeal, buying motives, reserve arguments and development of the salesman's personality. Special attention is given to such topics as merchandising, promotion, creation of consumer demand, dealer contacts, good taste in buying and selling, business ethics, and market analysis. Credit, *Four hours*. MR. GRANT. F 608, 6:00—8:30 T. Th.

s 509, 510 e. **ECONOMIC GEOGRAPHY OF ASIA.** This is a regional study of the resources, industries, and commercial expansion of the continents of Asia and Australia. A detailed study will be made of trade social customs, governments and economic possibilities of China, Japan, India, Turkey, Siberia, East Indies, Australia, and New Zealand. Considerable attention will be given to disturbing developments in the Far East arising from the growing friction existing between China, Japan and Russia, and impending changes in world relationships likely to arise therefrom. Prerequisite: Commerce 303, 304. Credit, *Four hours*. F 613, 6:00—8:30. DR. TCHIRKOW.

DRAMA

s 107, 108. **TECHNIQUE OF ACTING.** Theory and practise of the fundamental techniques in the execution of stage business, suiting the action to the word, is taught through rehearsal of scenes. Credit, *Two or Four hours*. MISS UNGERER. M, 9:00—11:00.

s 109, 110. **TECHNICAL PRACTICE.** Lectures and demonstrations of methods in scenery construction, costume construction, and make-up enable students in this course to serve on production crew as assigned, a minimum of fifty hours per semester. Credit, *varies*. MISS UNGERER, MR. DRAEGERT. M, 2:00—5:00.

s 207, 208. **REHEARSAL AND PERFORMANCE.** Rehearsals are held daily for studio and public productions. Credit, *varies*. MISS UNGERER, MR. DRAEGERT. M, 2:00—5:00.

s 305, 306. **INTERPRETATION.** Characterization is created from the lines of the play, life study is adapted to roles. Prerequisite: 207, 208. Credit, *Two or Four hours*. MISS UNGERER. M, 11:00—1:00.

s 419, 420. **PLAY PRODUCTION.** A survey course covers methods in play choice, rehearsal, casting, sources of plays and technical materials, and adaptation of theatre as an educational tool. Students plan complete productions suitable for secondary school work. This course is recommended to all who are working for teaching certificates in English, modern languages, or music. The fifty hours laboratory work required per semester is correlated with production in the University Theatre. Credit, *Four hours*. MR. DRAEGERT. M, 11:00—1:00.

ECONOMICS

s 213, 214. **PRINCIPLES OF ECONOMICS.** A course similar in scope to Economics 211, 212 but briefer in content. Intended for students of other departments of the university. Credit, *Four hours*. DR. RAYHAWK. C 23, 9:00—11:00.

EDUCATION

s 220. **EDUCATIONAL SOCIOLOGY.** This course studies the action and interaction of the school with other institutions of society, namely, the home, the church, industry, and the state. It considers the articulation of the school with non-school agencies that are educational factors in communities, such as libraries, museums, playgrounds, the radio, motion pictures, the press, the theatre, clubs, organizations, etc. Prerequisites: Soc. 101, 102. Credit, *Two hours*. MR. SAVULAK. C 41, 10:00—11:00.

s 223. **GENERAL PSYCHOLOGY.** A study of human experience, involving the mind-body relationship; how the mind operates in the elaboration of sensory data into the higher mental products of consciousness; the affective and voluntary phases of conscious experience; the driving forces of human nature and their adjustment. Prerequisite: Biol. 107, 108. Credit, *Three hours*. MR. SAVULAK. C 41, 11:00—12:30.

s 341. **INTRODUCTION TO TEACHING.** A preliminary course in the preparation of teachers that aims to familiarize the candidates with the fundamentals underlying education as applied to teaching. Prerequisite: Ed. 223. Credit, *Three hours*. MR. SAVULAK. C 41, 8:30—10:00.

s 343. **EDUCATIONAL PSYCHOLOGY.** The vitality of the child in the classroom is studied with a view to developing effective motivation and proper mental attitudes toward classroom activities. Human and animal learnings are compared and a general consideration of the learning process is given together with a study of the teacher's role in directing learning. Prerequisite: Ed. 223. Credit, *Three hours*. MR. PIERCE. C 46, 11:00—12:30.

s 355. **VISUAL AND SENSORY TECHNIQUES.** This course consists of the following elements, common to practically all subjects taught: Historical background; Values and Psychological aspects of visual-sensory aids; use of the school Journey, objects—specimens—models, stereoscopes, projection lanterns, moving pictures, blackboard and bulletin boards, radio and radio vision, miscellaneous visual-sensory aids and techniques for their use in teaching. Credit, *Two hours*. MR. PIERCE. C 46, 9:00—10:00.

s 464. **MENTAL HYGIENE.** The function of the teacher in fostering the growth of a wholesome outlook on life's problems and difficulties in his pupils through the most worthy techniques available. Illustrations chosen from actual classroom and pupil situations. The influence of various extra-school agencies in promoting mental health. The responsibilities of the home and the church. Credit, *Two hours*. Prerequisites: Ed. 223; Sec. Ed. 224 or El. Ed. 230. MR. PIERCE. C 46, 10:00—11:00.

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s 621. **PENNSYLVANIA SCHOOL LAW.** The aim of this course is to give the student, teacher and school administrator a background in the legal phases of the school system of Pennsylvania. The course discusses the establishment of the public school system; State and Federal decisions are studied with respect to school directors, their powers and duties; school finances; books, furniture and supplies; superintendent of public instruction, his rights and powers; certification of teachers; teachers' contracts; high schools; normal schools and State Teachers Colleges; teachers' and employee's retirement funds. Credit, *Two hours*. DR. REMALEY. To be arranged.

s 620. **PHILOSOPHY OF EDUCATION.** An analysis of educational theory and a comparative study of past and contemporaneous philosophy as viewed from the educator's standpoint, and a minute investigation of the basic first principles of education. Prerequisite: Education 225, 226, 341, 382. Credit, *Two hours*. FATHER KIRK. To be arranged.

s 622. **SCHOOL LAW CASE STUDY.** A study of the court decisions in school cases throughout the 48 states. A basic course for research study. Credit, *Two hours*. DR. REMALEY. To be arranged.

s 624. **CLINICAL PSYCHOLOGY.** This course deals with an analysis of individuals, and is especially concerned with the psychology of exceptional children and personality and conduct problems. Among the topics considered are: methods of examination, diagnosis and treatment; problems associated with intelligence and special abilities; behavior problems resulting primarily from poor training; personality disturbances; and psychological problems connected with sensory, motor and other organic disabilities. Students who have not had practice in the administration of the Binet test may register for an additional credit. Prerequisite: General Psychology. Credit, *Two hours*. DR. SNYDER. To be arranged.

s 642. **PUBLIC RELATIONS.** Critical study of current practice in keeping the public informed about the schools with special emphasis on the scientific development of a continuous and adequate program of public relations for school systems of varying size. Credit, *Two hours*. DR. STEINER. To be arranged.

s 643. **TECHNIQUES IN GUIDANCE.** An intensive study of instruments and procedures used in pupil guidance including interviews, questionnaires, records and reports, rating scales, and tests of all types. The application of these techniques to problem cases and a scientific evaluation of existing instruments used in guidance. Each student will make an exhaustive study of one pupil or develop new devices for specific purposes. Credit, *Two hours*. DR. STEINER. To be arranged.

EDUCATION—COMMERCIAL

s 101. **SHORTHAND THEORY.** Gregg shorthand, covering the principles of the Anniversary Edition, with emphasis on brief forms and other words of high frequency, phrasing, writing from dictation, and transcribing from shorthand notes. Credit, *Two hours*. MISS HODEL. F 704, 9:00—10:30.

s 103. **TYPEWRITING THEORY.** Development of speed; timed tests; forms and arrangement of material; cards; stencils; drill in spelling and punctuation. Credit, *Two hours*. MISS HODEL. F 712, 10:30—11:30.

s 105. **BUSINESS ARITHMETIC.** The purpose of this course is to develop accuracy in the fundamental mathematical operations found in business practice, and to make a progressive study of advanced methods as applied to business practice. All of the mathematics required for ordinary accounting, and office work, will be included in this course. Credit, *Three hours*. DR. WORLEY. F 715, 9:00—10:30.

s 223. **ADVANCED SHORTHAND THEORY.** Review of principles; business phrases; intermediate dictation; development of vocabulary; reading and transcription of notes. Credit, *Three hours*. MISS HODEL. F 704, 12:00—1:30.

s 225. **ADVANCED TYPEWRITING THEORY.** Development of speed; timed tests; forms and arrangement of material. Drill in composition. Credit, *Two hours*. MISS HODEL. F 712, 1:30—2:30.

s 352. **METHODS OF COMMERCIAL TEACHING.** An intensive study of the modern principles and methods of teaching commercial subjects in the Secondary Schools. A consideration of the problems encountered in teaching the skilled subjects with suggestions as to their solution. Credit, *Three hours*. DR. WORLEY. F 715, 10:30—12:00.

s 354. **METHODS OF TEACHING JUNIOR BUSINESS TRAINING.** Designed for experienced as well as inexperienced teachers. Methods of conducting the classes; motivation; observing modern principles of education demonstration classes. The first part of the course deals with business arithmetic and corrective penmanship, while the latter part of the course deals with the principles and practice parts of junior business training, with emphasis upon the consumer's point of view. Credit, *Three hours*. Prerequisites: Ed. 343. DR. WORLEY. F 715, 12:00—1:30.

s 356. **SECRETARIAL OFFICE PRACTICE.** This course is a *Finish-ing Course* in shorthand, typewriting and office procedure. Instead of studying in the fundamentals, the student applies what has been learned and carries out the duties demanded of a secretary in business. Emphasis is placed upon business behavior, opportunities and job requirements for both men and women. Credit, *Three hours*. Prerequisites: Com. Ed. 223, 225, 226. MISS HODEL. F 712, 2:30—4:00.

s 508. **THE SENIOR HIGH SCHOOL COMMERCIAL CURRICULUM.** The following subjects will be considered: junior business training, business arithmetic, business writing, and elementary bookkeeping. In connection with each subject the following topics will be discussed: aims, content, selection of texts, lesson outline, classroom procedure, equipment, drill, creating interest, use of objective and other types of tests, grading, standards of accomplishment, correlation with other subjects, vocational guidance values, handling exceptional pupils, and supervision of teaching. Credit, *two hours*. DR. WORLEY. F 715, 1:30—2:30.

EDUCATION—ELEMENTARY

s 108. **CHILDREN'S LITERATURE AND STORY TELLING.** This course studies carefully the subject matter of the literature for kindergarten and grades one, two, and three with reference to the principles for selection, interpretation, appreciation, and presentation. Different possible materials should be judged in terms of the standards of value, the different literary types should be understood, lesson plans should be made, demonstration lessons, including dramatization and memorization, should be observed and

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evaluated. The story teller's art should be studied and practiced by converting printed material into longer oral stories. There should be lectures, recitations, required readings, oral and written reports, book reports, graded lists, etc. Credit, *Two hours*. MISS BLANCHARD. L, 9:00—10:00.

s 225, 226. ART V. HANDICRAFT. Paper cutting and tearing, cardboard and wood construction; also gesso and paper mache work. Correlates and harmonizes all portions of the problem so that a maximum advantage may be obtained: (1) to give practical suggestions; (2) to give constructive advice as to handicrafts in the Nursery-Kindergarten Primary grades. Credit, *Four hours*. MR. FERENC. C 48, 10:00—12:00.

s 230. CHILD PSYCHOLOGY. This course deals with the psychology of children of nursery school kindergarten and elementary school age. It traces the growth of understanding and personality and considers the attitudes, concepts, interests, social and emotional adjustments of children at various stages of development. It stresses the application of psychology to problems of school adjustment, play and home. Observation in the various grades will be part of the course. Credit, *Two hours*. MISS BETSCHART. C 42, 10:00—11:00.

s 341. CURRICULUM MATERIALS. This course deals with sources of material, its classification and adaptation for class room use. Emphasis is placed on organization of teaching units and adaptation to teaching situations. Credit, *Two hours*. Prerequisites: El. Ed. 106, 230, 234. MISS BETSCHART. C 42, 9:00—10:00.

s 351. WORLD PROBLEMS IN GEOGRAPHY. To see, geographically, the current and emerging world problems in their relations to our national development and to attempt to understand the significance of international relations are the chief objectives of this course. Prerequisite: El. Ed. 112. Credit, *Two hours*. MRS. BARR. C 49, 9:00—10:00.

s 410. FUNDAMENTALS OF UNIT WORK IN THE PRIMARY GRADES. The purpose of this course is to bring to elementary teachers the fundamentals of carrying out a unit of work program. It will stress the complete development of a unit to be selected by the group with emphasis on the activities involved—use of text books, thoughtful questioning on real experiences, problem solving, collection and organization of pertinent information, learning habits and skills to be acquired, development of new interests, the integration of the subject matter, and the planning of the daily program. The construction, art and dramatic work will be offered in a related laboratory course. Credit, *Two hours*. MISS BETSCHART. C 42, 11:00—12:00.

s 412. FUNDAMENTALS OF UNIT WORK IN THE INTERMEDIATE GRADES. This course covers the same material as indicated in the course 410 applied to the higher level. Credit, *Two hours*. MRS. BARR. C 49, 11:00—12:00.

s 414. CORRELATION ART LABORATORY. Adapting the various media of art as an integral part of the school program. Selection, organization and guidance of art for appreciative and creative activities. This course follows prerequisites of 347-348. Credit, *Two hours*. MR. FERENC. C 48, 12:30—1:30.

s 463. GUIDANCE. The course includes a survey of the guidance movement; its meaning, scope, and methods. Consideration will be given to the place of guidance in education; effective experiments and programs in different sections of the country; the field of personal analysis and the prognostic value

of various tests; cooperation with other educational agencies; the various phases of the guidance program; type studies in vocational guidance; the responsibility of the individual teacher and school administrators for education and curriculum guidance; the teacher as counselor; guidance through instruction; the relation of effective guidance to child-labor, school attendance, continuation schools, and the prevention of misfits, etc. Credit, *Two hours*. MRS. BARR. C 49, 10:00—11:00.

s 477. **TEACHING READING IN THE INTERMEDIATE GRADES.** Establishing correct attitudes, discovering special reading interests, securing desirable levels of achievement in proficiency, and treatment of remedial cases are the highlights of this course, which includes observation of actual pupil-teacher situations in a regular classroom. Credit, *Three hours*. Prerequisites: El. Ed. 234, 230; Ed. 341. MRS. BARR. C 49, 8:00—9:00.

s 482. **REVIEW OF DRAWING AND MEDIUMS AS CLASSROOM AIDS FOR THE TEACHER IN SERVICE.** This course is concerned with the development and review of the principles and technique of object, figure and perspective drawing. Use of various materials suitable to the child's successive stages of development are also a part of this course. This includes pencil, crayon, water-color, blackboard drawing, modeling and cut paper work. Credit, *Four hours*. MR. FERENC. C 48, 8:00—10:00.

s 607. **ADMINISTRATION AND SUPERVISION OF ELEMENTARY SCHOOLS.** A colloquium course, outlining the general principles of supervision of classroom instruction: criteria of judgment of teacher effort; estimation of pupil results; formulation of aims; improvement of methods; establishment of systematic procedure; regulation of school activities; organization of cooperative procedure; harmonious collaboration of teachers and supervisors. Credit, *Two hours*. MR. REPLOGLE. G, To be arranged.

EDUCATION—MUSIC

s 101, 102. **EURHYTHMICS—DALCROZE FUNDAMENTALS.** The study of musical rhythm by means of physical movement. The fundamentals of musical rhythm: pulse, meter, note-values, also the expressive qualities of music, such as tempo, dynamics and phrasing are realized and expressed through body movement. Credit, *Two hours*. MRS. DORSCH. M 105.

s 221, 222. **EURHYTHMICS—RHYTHMIC PROBLEMS.** A further study musical rhythm with particular reference to rhythmic problems such as syncopation, augmentation and diminution, irregular measures, and musical form. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102. MRS. DORSCH. M 105.

s 226. **ROTE SONGS.** The young child's voice and vocal problems involved. Rote songs and their presentation. Analysis and choice of material. Creative effort as represented through song, toy orchestra. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102, 221. MRS. HOUGGY. M 103, 10:00—11:00.

s 341, 342. **EURHYTHMICS—IMPROVISATION FOR RHYTHMIC MOVEMENT.** The application of Dalcroze Eurhythmics to the creative study of the keyboard. This course enables the student to improvise simple melodies at the piano, to harmonize folk-melodies at sight effectively and to accompany rhythmic movement and creative projects as developed in the schools. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102, 221, 222. MRS. DORSCH. M 105.

s 343. **METHODS—INTERMEDIATE GRADES.** Continued study of the child's voice; intensive study of the major, minor, and chromatic scales; increased rhythmic problems; the teaching of two part music; study of design (continued); further development of creative music, and notating toy orchestra parts; music appreciation by song and phonograph. Credit, *Two hours*. MISS MALADEY. M 205, 9:00—10:00.

s 344. **METHODS—SENIOR HIGH SCHOOL.** Voice work in group singing and mass chorus singing continued as in Junior High; continuation and extension of material suitable for elective vocal and instrumental classes in senior high school; special list for "a cappella" choruses. Credit, *Two hours*. MISS MALADEY. M 205, 10:00—11:00.

s 461. **EURHYTHMICS—METHODS** (with observation). The study of Dalcroze eurhythmics from the point of view of methods and materials. The class-work consists of the planning and presentation of lessons in rhythmic movement, continued study of improvisation together with the study and use of percussion instruments in the schools. Class-work is supplemented by observation of rhythmic activities as carried on in schools and social agencies. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102, 221, 222, 341, 342. MRS. HUGGY. M 205, 11:00—12:00. The work is outlined to cover the following fields of education.

KINDERGARTEN-PRIMARY—Here the emphasis is placed on student participation in and presentation of games and rhythmic activities suitable for children of kindergarten-primary age.

INTERMEDIATE GRADES—For students of Intermediate Education the class-work consists of the study and development (student planned and presented) of rhythmic exercises, both physical and instrumental (percussion and toy orchestra instruments.)

JUNIOR HIGH SCHOOL—The class work consists of rhythmic exercises and devices for music instruction in the Junior High School.

MUSIC EDUCATION—The emphasis is placed on improvisation and the planning and presentation of creative projects as developed in the schools.

EDUCATION—SECONDARY

s 510. **PROBLEMS IN TEACHING RELIGION IN THE HIGH SCHOOL.** This course covers the aims, principles, materials and methods of teaching religion in the high school. It is designed especially to help those teachers who have the care of public high school pupils. Credit, *Two hours*. FR. MALLOY. C 28, 10:00—11:00.

s 610. **ADMINISTRATION AND SUPERVISION OF SECONDARY SCHOOLS.** An analysis of high school supervision and administration including a thorough study of the supervisory and administrative duties of the high school principal. A survey of existing procedures in evaluating the high school program to discover how it meets the needs of youth. Designed to be of practical assistance to high school teachers desiring to prepare themselves for High School Principalships. Credit, *Two hours*. DR. STEINER. G. To be arranged.

ENGLISH

s 101, 102. **ENGLISH COMPOSITION.** A course in the fundamentals of English speech and writing. Stress is placed upon exactness of expression. Review of punctuation, capitalization. The sentence, the paragraph, and simple exposition. Credit, *Three hours*. MR. DESMOND. C 21, 9:00—10:30.

s 107, 108. **THE SCIENCE OF LANGUAGE.** A study of language as a science. Designed to provide the basis of a self-conscious art of correct expression and a means of mental discipline through an understanding of the nature of language. Credit, *Four hours*. MR. DESMOND. C 21, 11:00—12:00.

s 201, 202. **ENGLISH LITERATURE.** A study of the types, influences, and periods of English literature through a survey reading in the representative pieces of literature from *Beowulf* to the end of the nineteenth century. Credit, *Four hours*. MISS SCHEIB. C 36, 11:00—1:00.

s 301, 302. **AMERICAN LITERATURE.** A survey of American literature from the beginning to 1890. Credit, *Four hours*. FR. MAGUIRE. C 31, 9:00—11:00.

s 421. **MODERN DRAMA.** Lectures with extensive reading in the modern drama of Europe, England, and America from Ibsen to Shaw and O'Neill. An appraisal, by scholastic standards, of the social, moral, and philosophic theories advanced in modern drama. The course begins with a review of Classical and Romantic theories. Credit, *Two hours*. MR. MATHEWSON. C 33, 10:00—11:00.

s 434, 435. **THE COMEDIES OF SHAKESPEARE.** The theory of comedy. A critical analysis of the major comedies, with a rapid reading of the others. Credit, *Four hours*. MR. MATHEWSON. C 33, 11:00—1:00.

s 451. **ENGLISH POETRY OF THE NINETEENTH CENTURY. ROMANTIC POETS:** Study of the poetry of Wordsworth, Coleridge, Scott, Shelley, Keats and Byron. **VICTORIAN POETS:** A thorough study of Browning, Tennyson, and Arnold, with some attention paid the Rossettis, Morris, Swinburne, Meredith, Thompson, Housman, Kipling, Hardy, Hopkins, and Bridges. Credit, *Four hours*. MR. MATHEWSON. C 33, 9:00—10:00.

s 521, 522. **OLD AND MIDDLE ENGLISH.** Class readings in the prose of Alfred and Aelfric, the Ecclesiastical History, Maldon, Elene, The Wanderer, Beowulf, the Chronicle, the Ormulum, Havelok, and the Pardoner's Tale. Attention is given to the origin and development of the language. Credit, *Four hours*. MR. BENNETT. C 32, 10:00—12:00.

s 540. **ELIZABETHAN DRAMA.** A study of the chief English playwrights (except Shakespeare) between 1580 and 1642. The development of literary and romantic comedy, the tragedy of revenge, comedy of humors, delineations of London life, tragi-comedy, romantic serious drama, and other types. Plays of the University Wits, Jonson, Chapman, Marston, Heywood, Dekker, Beaumont and Fletcher, Webster, Middleton and Rowley, Massinger, Ford, and Shirley. Credit, *Two hours*. MR. BENNETT. C 32, 9:00—10:00.

FINANCE

s 311, 312 e. **BANKING AND BUSINESS.** A study of the principles underlying the issuance of money and banking practice. It surveys the development and operation of the American commercial banking structure dealing with such topics as: note issues; determination of price level; gold movements; foreign exchange; Federal Reserve System; bank statements; loans, discounts and reserves; clearing, collection and transfer of items; bank earnings and failures; supervision and regulation; personal credit institutions; and central banking. Credit, *Four hours*. MR. SUTTON. F 606, 6:00—8:30 T. Th.

FRENCH

s 101, 102. **ELEMENTARY FRENCH.** Pronunciation, reading, dictation, grammar, exercises, translation. Credit, *Six hours*. DR. MONTICONE. C 35, 8:00—11:00.

s 202. **INTERMEDIATE FRENCH.** Grammar, composition. Credit, *Three hours*. DR. MONTICONE. C 35, 11:30—1:00.

s 301. **ADVANCED CONVERSATION.** For students who have a good knowledge of grammar and vocabulary. Credit, *Three hours*. FR. O'DONNELL. C 36, 9:00—10:30.

s 302. **LITERARY STUDIES.** Given in French. Instruction in use of French section of Library. Book reviews and oral reports. Prerequisite: 301. Credit, *Three hours*. FR. O'DONNELL. C 36, 9:00—10:30.

s 609. **CLASSICAL FRENCH DRAMA.** A thorough study and criticism of the four great French classicists: Corneille, Racine, La Fontaine and Boileau. Lectures, reading and reports in French. Credit, *Two hours*. To be arranged. DR. MONTICONE.

s 650. **FRENCH SEMINAR.** A conference course in which the student is required to do investigative work on problems of French literature. Outside readings and written reports. Credit, *To be arranged*. DR. MONTICONE.

GERMAN

s 101. **ELEMENTARY GERMAN.** Elementary phonetics as a guide to pronunciation. Grammar. Exercises and translation of simple prose. Credit, *Three hours*. DR. DIRKS. A 303, 8:00—9:30.

s 202. **INTERMEDIATE GERMAN.** Review of German grammar with supplementary translation, both written and oral. Supplementary reading of modern German prose. Prerequisite: German 101, 102, or two years of high school German. Credit, *Three hours*. DR. DIRKS. A 303, 9:30—11:00.

s 503. **THE ROMANTIC MOVEMENT IN GERMANY.** The precursors: the Romantic School proper; the later romanticists. Lectures partly in German, collateral reading and reports. Credit, *Three hours*. DR. DIRKS. A 303, 11:30—1:00.

GREEK

s 101. **ELEMENTARY GREEK.** Review of Greek for students who did not present Greek for entrance. Credit, *Three hours*. FR. SULLIVAN. A 203, 11:00—12:30.

s 107. **PLATO.** The *Apologia* and *Crito*. Credit, *Two hours*. DR. PREVEDEN. A 304, 11:00—12:00.

s 610, 611. **ADVANCED GREEK.** Credit, *Two hours*. To be arranged.

HISTORY

s 201. **MODERN EUROPEAN HISTORY.** 1500-1815. A survey course covering the foundations of modern Europe with emphasis upon the Protestant revolt, the development of colonial rivalry and the French Revolution. Credit, *Two hours*. DR. SALANDRA. A 204, 11:00—12:00.

s 301. **THE SOCIAL AND ECONOMIC HISTORY OF UNITED STATES.** A general survey of the evolution of industrial society in the United States from the Colonial settlements down to the present, greater emphasis being given to the period 1860-1900. The object of the course is to supply a sense of the evolutionary development of the economic order, and the general background of our social and economic history which is necessary to the understanding of present-day economic problems. Lectures and recitations. Credit, *Three hours*. DR. RISCH. C 24, 8:30—10:00.

s 382. **HISTORY OF THE ROMAN EMPIRE.** An outline of Roman history from the death of Julius Caesar to the fall of the Empire. Credit, *Two hours*. MISS SCHEIB. A 203, 10:00—11:00.

s 401, 402. **HISTORY OF CIVILIZATION.** This course treats of the history of Rome, Greece and Egypt; dealing with religion, customs, laws, national progress and decline. The Eastern nations—China, Japan and India also are dealt with at length. Lectures, recitations. Credit, *Six hours*. FR. VON FERSEN. C 25, 8:00—11:00.

s 415. **POST CIVIL WAR AMERICA.** A study of the more recent developments in the political, economic and social life of America since the World War, and including the New Deal. Credit, *Three hours*. DR. RISCH. C 24, 10:00—11:30.

s 441. **THE RENAISSANCE AND THE REFORMATION.** The religious, moral and intellectual life of Europe from 1300 to 1517. Avignon and the Western Schism; the Conciliar Movement; the Renaissance of art and of literature; the revival of science. Causes of the Protestant Revolution; the rise of Lutheranism, Calvinism and Anglicanism; Trent and the Catholic Revival. Credit, *Two hours*. DR. SALANDRA. A 204, 9:00—10:00.

s 504. **JEFFERSONIAN DEMOCRACY.** An investigation of the main ideas and developments of the Jacksonian era. Credit, *Two hours*. DR. RISCH. To be arranged.

s 531. **LATIN AMERICAN FOREIGN RELATIONS.** The Western Powers and Independence. Rivalries of the United States and England. French and German interests and activities. The Pan-Hispanic and Pan-American movements. The Monroe Doctrine. Latin America and the League of Nations. Credit, *Two hours*. DR. SALANDRA. A 204, 10:00—11:00.

LATIN

s 501, 502. **ADVANCED LATIN CONVERSATION.** The Psalms. Vulgate Edition. Credit, *Two or Four hours*. FATHER SULLIVAN. C 34, 9:00—11:00.

s 511. **PLINY THE YOUNGER.** Letters. The period of the Flavian emperors is studied in its various activities. Credit, *Two hours*. Faculty. C 34, 11:00—12:00.

s 517. **THE TEACHING OF LATIN IN THE SECONDARY SCHOOLS.** Comparison of values, aims and methods of teaching Classics as applied to the curriculum of Secondary Schools. Review of criticism, and apologetics. Experimental work and investigation. A brief survey of classical studies in the past. Analysis of methods, and their adaptation to the immediate objectives of instruction, and the age of the pupil. Points in translation technique, study of vocabulary, and inflection. Bibliography. Credit, *Two hours*. DR. PREVEDEN. To be arranged.

s 524. **POETS OF THE AUGUSTAN AGE.** The social and cultural background of the period. Influence of the Alexandrian school. *Poetae docti.* Literary circles in Rome and their refining influence. A brief survey of the work of Ovid, Varius, Vergil, Malissus, Sulpitia, Propertius, Gallus, Tibullus, etc. Text-criticism in the odes of Horace. Bibliography. Prerequisite: Eighteen semester hours of Latin including 103, 104, 381, 411. Credit, *Two hours.* DR. PREVEDEN. To be arranged.

s 611. **HISTORY OF LATIN MORPHOLOGY.** Analysis of the inflective system of Latin from historical and functional point of view. Formation of the stem, and its variations. Development of case-endings and personal endings. Derivative suffixes and their meanings. Syncretism and metaplasm of the later period. Vowel-gradation in the root, stem and suffix. Functional variations through phonetic change. Bibliography. Credit, *Two hours.* DR. PREVEDEN. To be arranged.

MANAGEMENT

s 115, 116. **BUSINESS LABORATORY.** This course is intended to familiarize the student with the various types of mathematical computations requisite to the study of accounting, finance, and statistics. Topics treated are: use of percentages; financial and operating ratios, discounts, interest, averages, equation of accounts, logarithms, progression, compound interest, ordinary and special annuities; bond and bond interest; essential tabular and graphic technique. Required of Freshmen. Credit, *Four hours.* MR. McDUNN. F 606, 9:00—11:00.

s 351, 352. **BUSINESS STATISTICS.** This course is intended to present the elementary principles of statistics as applied in the interpretation of business facts. The topics presented are: general characteristics of the statistical method; definition of statistical units; classification; frequency distribution and curves; averages; tabular and graphic presentation; time series; variation; correlation, etc. Required of Juniors in Business Administration. Credit, *Four hours.* DR. RAYHAWK. F 710, 11:00—1:00.

s 461, 462 e. **BUSINESS PSYCHOLOGY.** This is a study dealing with applied psychology in relation to business needs and methods. It includes the application of practical psychology to every department of an industrial or commercial enterprise, with such conclusions as may be justified. Credit, *Four hours.* MR. GRANT. F 606, 6:00—8:30 M. W.

MATHEMATICS

s 101. **ADVANCED ALGEBRA.** Quadratics, progressions, inequalities, logarithms, binomial theorem, ratio, proportion, variation, convergence of series. Partial fractions, determinants. Permutations and combinations. Theory of Equations. Credit, *Two hours.* MR. CROWE. C 22, 9:00—10:00.

s 201. **ANALYTICAL GEOMETRY.** The point; straight line, conic sections; systems of co-ordinates; transformation of co-ordinates; general equation of second degree; point, line and plane in space. Credit, *Two hours.* MR. CROWE. C 22, 10:00—11:00.

s 301, 302. **CALCULUS.** Principles and methods of differentiation; Taylor's theorem, tangents and asymptotes; maxima and minima; curve tracing. Integration; fundamental forms; methods of reduction; rectification of plane curves; surface and volume of solids. Credit, *Four hours.* MR. CROWE. C 22, 11:00—1:00.

s 601. MATHEMATICS FOR TEACHERS OF MATHEMATICS. A thorough discussion and amplification of the content of the textbook used by the teacher in his High School work in mathematics. Credit, *Three hours*. DR. OSTROVSKY. G. To be arranged.

s 613. DIFFERENTIAL EQUATIONS. A. Ordinary. B. Partial. Credit, *Two hours*. DR. OSTROVSKY. To be arranged.

MUSIC

ORGAN

s MUSIC 101, 102. Manual and Pedal Technique. Principles of Organ Playing, A. Eaglefield Hull. Lemmens-Widor, Vol. 1. Bach for Beginners (Barnes). Master Studies for the Organ, (Carl). Rheinberger's Trios, Pieces selected from the easier works of Guilman and Dubois. Credit, *Two hours*. MR. McDONALD. By appointment.

s MUSIC 201, 202. Manual and Pedal Technique continued. Bach's Eight Little Preludes and Fugues. Scales (Koch). Pedal Studies (Nilson). Pastoral to Sonata in D flat (Rheinberger). Works of Old Masters: Buxtehude, Frescobaldi, Pachelbel. Master Studies for the Organ (Carl). Credit, *Two hours*. MR. McDONALD. By appointment.

s MUSIC 301, 302. Bach-Preludes and Fugues. Inventions (Koch). Chorale Preludes. Chant and Choral Accompaniment. Scales and Modern Masters. Credit, *Two hours*. MR. McDONALD. By appointment.

s MUSIC 401, 402. Bach-Greater Organ Compositions. Selections from: Franck, Widor, Bossi, Mendelssohn, Reger, Malling, concert works (Historical Recitals) Joseph Bonnett. Credit, *Two hours*. MR. McDONALD. By appointment.

PIANO

s MUSIC 101, 102; 201, 202; 301, 302; 401, 402. These courses receive a total of forty semester hours. Each semester hour requires three hours' preparation a week. Students are examined at entrance to determine their standing in the course. They must complete all the required assignments satisfactorily as determined by examination at the end of the semester in order to receive credit for the course. Credit, *Two hours*. MISS STOCKMAN, MR. McDONALD. By appointment.

VIOLIN

s MUSIC 101, 102; 201, 202; 301, 302; 401, 402. These courses receive a total of forty semester hours of credit. Each semester hour requires three hours' preparation a week. Students are examined at entrance to determine their standing in the course. They must complete the required assignments satisfactorily as determined by examination at the close of the semester to receive credit for the course. Credit, *Two hours*. MR. ARANYI. By appointment.

VOICE

s MUSIC 101, 102; 201, 202; 301, 302; 401, 402. The work of the first two or three years is confined to the study of Henneman, Concone, Vaccai, and the Italian songs of the sixteenth and seventeenth century. This literature affords the student an opportunity to sing in the medium of the voice, with a sustained but moving tone-stream, and stimulates in him a conception of lyric phrasing and feeling for the sound-parts of speech.

Upon this foundation may be superimposed the beginning of a repertoire. At graduation the student must be able to sing with freedom and with some musical insight a program drawn from the old and later Italian composers, the old English songs, arias from opera and oratorio, lieder and the modern French and English songs. Credit, *Two hours*. By appointment. DR. MILLER.

s 131. **ELEMENTARY HARMONY.** This course attempts to acquaint the student with the material used in musical composition. Study of the underlying rudiments of music. Formation of scales, intervals, triads. Inversions of the chords, dominant seventh chord, dominant ninth chord. Credit, *Two hours*. M 202, 9:00—10:00.

s 141. **SIGHT SINGING, EAR TRAINING, DICTATION.** Development of the auditive faculties; application of sol-fa syllables as an aid in developing accuracy and fluency in sight-reading; notation of melodies and rhythms. Credit, *Two hours*. MISS STOCKMANN. M 204, 10:00—11:00.

s 151. **MUSIC APPRECIATION.** First year. Survey of the development of music, including theory of forms, from earliest times to Beethoven. Credit, *Two hours*. MR. LISSFELT. M 207, 10:00—11:00.

s 231. **PRACTICAL HARMONY.** Altered Chords. Suspensions. Modulations. Simple ornamental devices. Assigned melodies and basses. The study of the subordinate triads, chords of the seventh and their inversions at the piano; their use in accompanying melodies; creating short musical phrases. Credit, *Two hours*. M 202, 10:00—11:00.

s 245. **VOICE CLASS.** Continuation of 145, 146. Credit, *Two hours*. MR. MILLER. M 207, 12:00—1:00.

s 262. **GREGORIAN CHANT.** Gregorian Hymns, their nature, place and execution. Simple and ornate melodies. Movement, Common tones—liturgical recitatives. Melismatic chants. Notes on Gregorian Paleography. Text: Liber Usualis. Complete Method of Gregorian Chant: Sunol, O. S. B. Credit, *Two hours*. M 105, 11:00—12:00.

s 277. **CONDUCTING.** Presents the elements of conducting technique and reading of scores in relation to the materials and problems of orchestra and chorus, supplemented by practical experience in conducting the orchestra and chorus. Credit, *Two hours*. MR. ARANYI. M 202, 12:00—1:00.

s 323. **ENSEMBLE.** Includes all the types of concerted music participated in by the student. Those studying string instruments play with the String Ensemble and with the Orchestra, which as a practically complete symphonic unit, includes students of all other instruments, except piano. Piano ensemble experience consists in accompanying or assisting the smaller ensemble groups. Every student is required to belong to the Chorus as an extension of his Sight Singing course. Credits are applied only during the junior and senior years. Credit, *Two hours*. MESSRS. BORRELLI, ARANYI. To be arranged.

s 331. **ELEMENTARY COUNTERPOINT.** The examination of the active scale steps, simple melody writing, the joining of two voices. Two-part motive development. Prerequisite: Music 231. See general catalog. Credit, *Two hours*. MR. DEL BIANCO. M 103, 11:00—12:00.

s 355. **MUSICAL ANALYSIS.** The problems of the contents of music, including the problems of musical listening and musical creating; aesthetics of music and psychology of the listener and composer: A. The single musical motive. B. The instrumental whole. Prerequisite: Music 241, 252. See general catalog. Credit, *Two hours*. MR. LISSFELT. M 207, 9:00—10:00.

s 380. **ELEMENTS OF ORCHESTRATION.** Endeavors to develop skill in orchestral instrumentation, which is the art of arranging music for the orchestra. This implies an intimate knowledge of the range, qualities and varied capabilities of all orchestral instruments, and is developed by the study of representative scores of the Masters. Credit, *Two hours*. MR. DEL BIANCO. M 103, 12:00—1:00.

s 381. **INSTRUMENTAL CLASS.** Third Year. In addition to his major instrument, each student as a member of a small group studies the various instruments of the orchestra in order to acquire sufficient technique to handle adequately the problems of instrumental teaching and supervision. Credit, *Two hours*. MR. BORRELLI. M 207, 11:00—12:00.

s 535. **COMPOSITION.** For Conservatory students electing composition major. Original work in instrumental and vocal forms, solo and accompaniment, are stressed. These courses are taken in third and fourth years, and carry twelve semester hours credit per year. Credit, To be arranged. MR. DEL BIANCO.

s 577. **SCORE STUDY.** Study of the instrumental works of Haydn, Mozart, Beethoven, Schubert, Schumann, Mendelssohn, Brahms, Bruckner, Mohler, Richard Strauss. Credit, *Two hours*. MR. DEL BIANCO. To be arranged.

NURSING

s 411. **WARD MANAGEMENT AND TEACHING.** This course will present the ward management and its teaching possibilities as an integrated unit of the hospital. Method of teaching will be presented; case study and the assignment of student nurses for clinical experience will be stressed; consideration will be given criteria for the selection of materials, formulation of programs, and other important aspects of the ward. Opportunity will be given to any student who desires to work on a specific research problem in relation to ward teaching or management. This carries an extra credit hour. Credit, *Three hours*. C 32, 8:00—9:00.

s 413. **TEACHING OF NURSING ARTS IN SCHOOLS OF NURSING.** The plan of this course will be to present the underlying principles involved in teaching the nursing arts. Emphasis will be placed upon the importance of scientific method in evaluating nursing procedures. Opportunity will be given to work on practical problems. Credit, *Three hours*. MISS JOHNSON. C 29, 11:00—12:30.

s 421. **SUPERVISION IN SCHOOLS OF NURSING.** For students engaged in or preparing for supervision in schools of nursing. Underlying principles of supervision stressed. Analysis of an integrated program of study for all services within the hospital as a whole. Opportunity will be given to any student who desires to work on a specific research problem in relation to supervision. This carries an extra credit hour. Credit, *Three hours*. MISS JOHNSON. C 28, 8:30—10:00.

s 435. **PUBLIC HEALTH NURSING—PRINCIPLES AND PRACTICE.** Consideration is given to the history and development of public health nursing and the objectives and functions in the field of public health nursing to meet community needs. It includes the organization of public health nursing services under private and public auspices. Credit, *Two hours*. MISS RUE. H 2, 8:00—9:00.

DUQUESNE UNIVERSITY SUMMER SESSION

s 437. **PUBLIC HEALTH NURSING—MATERNITY, INFANCY, PRESCHOOL.** The course considers the developments, organization and programs of services in maternity, infancy and preschool services and the function of the nurse in these programs. Credit, *Two hours*. MISS RUE. H, 10:00—11:00.

s 438. **SCHOOL NURSING.** The course deals with the developments in school nursing, the objectives and functions of the nurse in school health work in rural and urban schools, and the problems in building a well rounded school health program. Credit, *Two hours*. MISS RUE. H 1, 11:00—12:00.

PHILOSOPHY

s 301. **LOGIC.** This course aims to develop in the student the art of right thinking, as well as to acquaint him with the sources of error and the criteria of certitude. Credit, *Three hours*. FR. SMITH. C 39, 11:00—12:30.

s 302. **RATIONAL PSYCHOLOGY.** A treatment of the origin, nature, and destiny of the human soul; its powers and their activities. Credit, *Three hours*. FR. CARROLL. C 39, 8:30—10:00.

s 402 **SPECIAL ETHICS.** This course is an application of the general principles of ethics. It includes a treatment of man's duties to God, self, and fellowmen. Credit, *Two hours*. FR. SMITH. C 39, 10:00—11:00.

s 530. **SURVEY OF MODERN PHILOSOPHY.** A study of the main trends in philosophy from the time of Descartes to the present. FR. VON FERSEN. To be arranged.

s 569. **EPISTEMOLOGY.** The nature of truth and ways of its demonstration. The problems of certainty are to be treated systematically and historically. Credit, *Two hours*. FR. VON FERSEN. To be arranged.

s 611. **MODERN PHILOSOPHY SEMINAR.** FR. VON FERSEN. To be arranged.

PHYSICS

s 201, 202. **GENERAL PHYSICS.** A general course designed for students who are taking physics as part of a general course in arts and sciences; for those who wish to satisfy pre-medical requirements and for those who wish to teach high school physics. The subjects covered are: mechanics, properties of matter, heat, wave motion, electricity, magnetism, sound, and light. Prerequisite: Mathematics 107, 108. Class, 4 hours; Laboratory, 3 hours. Credit, *Eight hours*. MR. KOZORA. C 11. See schedule.

s 207. **PRINCIPLES OF PHYSICS.** A cultural course suited to the needs of the college student. This will not take the place of Physics 201, 202 as a requirement for further physics courses. Recitations with lecture demonstrations. Class, 6 hours. Credit, *Three hours*. DR. DAVIS. C 29, 8:30—10:00.

POLITICAL SCIENCE

s 302. **COMPARATIVE GOVERNMENT.** A study of the various governments of the nations of the world, showing their similarities and differences. Lectures, recitations, and collateral reading. Prerequisite: Political Science 201. Credit, *Three hours*. MR. KELLEY. C 43, 8:30—10:00.

s 401, 402. **PRINCIPLES AND PROBLEMS OF GOVERNMENT.** An examination of the principles and problems of government, including a consideration of the origin and development of government and the chief political theories, the problems of public control of government organization and selected functions. Lectures, recitations. Credit, *Two hours*. MR. BROPHY. C 44, 10:00—12:00.

s 441. **POLITICAL THEORIES, FROM SOCRATES TO 16TH CENTURY.** In this course the political theories of Stoic, Epicurean, and Christian writers are studied and compared. The student is given an understanding of the fundamental principles involved in the conflict between the ecclesiastical and temporal authorities that culminated in nationalism. Credit, *Three hours*. MR. BROPHY. C 44, 8:30—10:00.

s 503. **INTERNATIONAL RELATIONS.** Foreign policies and relations of nations with particular emphasis on nationalism and internationalism. Lectures, recitations. Credit, *Three hours*. MR. KELLEY. C 43, 10:00—11:30.

RELIGION

s 511. **PHILOSOPHY OF CHRISTIANITY.** A survey of the content of Christian Philosophy based on the *SUMMA* of St. Thomas. Credit, *Two hours*. FR. CARROLL. C 39, 1:00—2:00.

SOCIOLOGY

s 101, 102. **PRINCIPLES OF SOCIOLOGY.** This course is intended to meet the needs of two groups of students. For the student who may take no other course in sociology it furnishes cultural knowledge of facts and theories. For those who intend to specialize in social work or in the social sciences it provides the necessary introduction to social institutions and problems. Credit, *Four hours*. MR. MCGOWAN. C 26, 10:00—12:00.

s 201. **PRACTICAL SOCIOLOGY.** This course treats of the practical application of social principles. The problem of the family, the immigrant, race friction, and delinquency are studied. The student is introduced to the various social agencies that have been set up to meet these problems, and has a glimpse of their organization and administration from the viewpoint of the social worker. Prerequisite: Soc. 101, 102. Credit, *Two hours*. MR. MCGOWAN. C 26, 9:00—10:00.

SPANISH

s 101, 102. **ELEMENTARY SPANISH.** Pronunciation, reading, dictation, grammar exercises, translation—*Pequena Encyclopedia*. Credit, *Six hours*. MRS. CORRIOLS. C 38, 8:00—11:00.

s 302. **ADVANCED SPANISH CONVERSATION.** Systematic and intensive drill in Spanish oral practice, discussion of assigned topics, oral reports and criticisms of books and essays. Credit, *Three hours*. MRS. CORRIOLS. C 38, 11:00—12:30.

s 411. **SPANISH CLASSICS.** *Poema del cid*, *Infantes de Lara*, *La Celestina*, la novela picaresca, Lope de Vega, *Fuente Ovejuna*, Calderon *La Vida es Sueno*, Tirso de Molina *El Burlador de Sevilla*. Prerequisite: ability to understand spoken Spanish. Credit, *Three hours*. MRS. CORRIOLS. C 38, 1:00—2:30.

SPEECH

s 101, 102. **ELEMENTS OF SPEECH.** This basic course is devoted to study of the voice and its mechanics, the correction of faults, development of quality, correct placement of words, and to the establishment of proper enunciation, pronunciation, and projection. The aim is toward pleasant, clear, correct speech at all times. Required of all University Freshmen. Drama students substitute Drama 103, 104 for Speech 101, 102. Credit, *Two or Four hours.* MR. DRAEGERT. 9:00—10:00.

s 201, 202. **PSYCHOLOGY OF SPEECH.** Methods of audience analysis are studied as audience psychology affects choice and organization of speech material and its composition for delivery. Sources of material are discovered and discussed, and complete addresses written for various occasions and purposes. Weekly impromptu speeches are part of this training. Required of all University Sophomores. Prerequisite: Speech 101, 102. Credit, *Two or Four hours.* MR. DRAEGERT. A 303, 10:00—11:00.

SCHEDULE OF COURSES

(Arranged Alphabetically by Departments)

ACCOUNTING

CAT. No.	SUBJECT	No. CRS. HOUR	DAYS	ROOM	BLDG.	INSTRUCTOR
201, 202	Introductory Accounting.....	6 9-12	Daily	614	F	Gorham
303, 304	Principles of Accounting.....	6 9-12	Daily	610	F	McClellan
303, 304e	Principles of Accounting.....	4 6-8:30	M. W.	614	F	Gorham
305, 306e	Accounting Practice.....	4 6-8:30	T. Th.	614	F	McClellan

BIOLOGY

†101, 102	Botany-Zoology Lecture.....	8	9-10	Daily	12	C	Howe
			11-12	Daily	12	C	Howe
	Laboratory ..		12-2:30	Daily	12	C	Howe
†107, 108	Principles of Biology.....	6	11-1	Daily	28	C	Schubert
501	Histology & Microtechnique..	4	9-11	Daily		B	Hance
505	Embryology ..	6	To be Arranged				Hance
521	Micrology & Histology.....		9-11	To be Arranged			Hance
601	Biology for Teachers of Biology	3	To be Arranged				Hance
700	Special Problems in Biology ..	To	be Arranged				Hance

BUSINESS LAW

301, 302e	Introductory Business Law...	4 6-8:30	T. Th.	715	F	Ebberts
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CHEMISTRY

†101, 102	Inorganic Chemistry Lecture .	8 8:30-11	Daily	45	C	Matejczyk
	Laboratory	12:30-3	Daily	1	CB	Matejczyk
†201, 202	Organic Chemistry Lecture...	8 8-9	Daily	18	C	O'Carroll
		11-12	Daily	18	C	O'Carroll
	Laboratory	12:30-3	Daily	2	CB	O'Carroll
204	Qualitative Analysis.....	4 1-2	Daily	18	C	O'Carroll
	Laboratory	9-12	Daily	2	CB	O'Carroll
301	Quantitative Analysis.....	4 11-12	M.W.F.	11	C	Dunkelberger
	Laboratory	12-3	Daily	2	CB	Dunkelberger
601	Chem. for Tchrs. of Chemistry	2 To be Arranged				Dunkelberger
610	Physico-Organic Chemistry...	2 To be Arranged				Dunkelberger

COMMERCE

323, 324e	Business Communication.....	4 6-8:30	M. W.	715	F	Ebberts
421, 422e	Principles of Salesmanship....	4 6-8:30	T. Th.	608	F	Grant
509, 510e	Economic Geography of Asia .	4 6-8:30	M. W.	613	F	Tchirkow

DRAMA

107, 108	Technique of Acting.....	2 or 4 9-11	Daily	Stage	A	Ungerer
109, 110	Technical Practice.....	2-5	Arrgd.	Shop	A	Ungerer &
207, 208	Rehearsal.....	2-5	Arrgd.	Stage	A	Draegert
305, 306	Interpretation.....	2 or 4 11-1	Daily	Shop	A	Ungerer
419, 420	Play Production.....	4 11-1	Daily	Stage	A	Draegert

DUQUESNE UNIVERSITY SUMMER SESSION

ECONOMICS

CAT. No.	SUBJECT	No. CRS. HOUR	DAYS	ROOM	BLDG.	INSTRUCTOR
213, 214	Principles of Economics.....	4 9-11	Daily	23	C	Rayhawk

EDUCATION

220	Educational Sociology.....	2 10-11	Daily	41	C	Savulak
223	General Psychology.....	3 11-12:30	Daily	41	C	Savulak
341	Introduction to Teaching.....	3 8:30-10	Daily	41	C	Savulak
343	Educational Psychology.....	3 11-12:30	Daily	46	C	Pierce
355	Visual Education.....	2 9-10	Daily	46	C	Pierce
464	Mental Hygiene.....	2 10-11	Daily	46	C	Pierce
620	Philosophy of Education.....	2 To be Arranged				Kirk
621	Pennsylvania Law School.....	2 To be Arranged				Remaley
622	School Law Case Study.....	2 To be Arranged				Remaley
624	Clinical Psychology.....	2 To be Arranged				Snyder
630	Advanced Educ. Psychology..	2 To be Arranged				Snyder
642	Public Relations.....	2 To be Arranged				Steiner
643	Techniques in Guidance.....	2 To be Arranged				Steiner

EDUCATION—COMMERCIAL

101	Beginning Shorthand Theory .	3 9-10:30	Daily	704	F	Hodel
103	Begin. Typewriting Theory...	2 10:30-11:30	Daily	712	F	Hodel
105	Meth. Tchg. Bus. Arithmetic	3 9-10:30	Daily	715	F	Worley
223	Advanced Shorthand.....	3 12-1:30	Daily	704	F	Hodel
225	Advanced Typewriting.....	2 1:30-2:30	Daily	712	F	Hodel
352	Meth. Tchg. Com. Subjects...	3 10:30-12	Daily	715	F	Worley
354	Meth. Tchg. Bus. Tr. & Consumer Ed.....	3 12-1:30	Daily	715	F	Worley
356	Sec. Office Practice.....	3 2:30-4	Daily	712	F	Hodel
508	Sr. High School Com. Curricu- lum.....	2 1:30-2:30	Daily	715	F	Worley

EDUCATION—ELEMENTARY

108	Child. Lit. & Story Telling...	2 9-10	Daily		L	Blanchard
225, 226	Handicrafts.....	4 10-12	Daily	48	C	Ference
230	Child Psychology.....	2 10-11	Daily	42	C	Betschart
341	Curriculum Materials.....	2 9-10	Daily	42	C	Betschart
351	World Problems in Geography	2 9-10	Daily	49	C	Barr
**410	Fund. of Unit Work in Pr. Grades.....	2 11-12	Daily	42	C	Betschart
**412	Fund. of Unit Work in Int. Grades.....	2 11-12	Daily	49	C	Barr
414	Correlation Art Lab.....	2 12:30-1:30	Daily	48	C	Ference
463	Elem. School Guidance.....	2 10-11	Daily	49	C	Barr
477	Tchg. Reading in Int. Grades.	2 8-9	Daily	49	C	Barr
482	Review of Drawing & Media..	4 8-10	Daily	48	C	Ference
607	Adm. & Superv. of Elem. Schools.....	2 To be Arranged				Replogle

** All students registering in these courses must register and take credit for the course:
414, Correlation Art Laboratory.

EDUCATION—MUSIC

CAT. NO.	SUBJECT	No.		DAYS	ROOM	BLDG.	INSTRUCTOR
		CRS.	HOUR				
101, 102	Eurhythmics—Dalcroze Fund.	2		Daily	105	A	Dorsch
221, 222	Eurhythmics—Rhythmics Problems.....	2		Daily	105	A	Dorsch
341, 342	Eurhythmics—Improvisation	2		Daily	105	A	Dorsch
343	Methods (Intermediate).....	2	9-10	Daily	205	A	Maladey
344	Methods (High School).....	2	10-11	Daily	205	A	Maladey
226	Rote Songs.....	2	10-11	Daily	103	A	Hougy
461	Music and the Child.....	2	11-12	Daily	205	A	Hougy

EDUCATION—SECONDARY

510	Problems in Tchg. Religion in the H. S.....	2	10-11	Daily	28	C	Malloy
610	Curriculum Prob. in Sec. Educ.	2	To be Arranged				Steiner

ENGLISH

101	Composition.....	3	9-10:30	Daily	21	C	Desmond
107, 108	Science of Language.....	2	11-12	Daily	21	C	Desmond
201, 202	Survey of English Lit.....	4	11-1	Daily	36	C	Scheib
301, 302	Survey of American Lit.....	4	9-11	Daily	31	C	Maguire
421	Modern Drama.....	2	10-11	Daily	33	C	Mathewson
434, 435	The Comedies of Shakespeare.	4	11-1	Daily	33	C	Mathewson
451	19th Cent. English Poetry....	2	9-10	Daily	33	C	Mathewson
521, 522	Old & Middle English.....	4	10-12	Daily	32	C	Bennett
540	Elizabethan Drama.....	2	9-10	Daily	32	C	Bennett

FINANCE

311, 312e	Banking and Business.....	4	6-8:30	T. Th.	606	F	Sutton
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FRENCH

101, 102	Elementary French.....	6	8-11	Daily	35	C	Monticone
202	Intermediate French.....	3	11:30-1	Daily	35	C	Monticone
301	Adv. Conversation.....	3	9-10:30	Daily	36	C	O'Donnell
302	Studies in French Lit.....	3	9-10:30	Daily	36	C	O'Donnell
609	Classical French Drama.....	2	To be Arranged				Monticone
650	French Seminar.....	3	To be Arranged				Monticone

GERMAN

101	Elementary German.....	3	8-9:30	Daily	303	A	Dirks
202	Intermediate German.....	3	9:30-11	Daily	303	A	Dirks
503	Romantic Movement.....	3	11:30-1	Daily	303	A	Dirks

GREEK

101	Elementary Greek.....	3	11-12:30	Daily	203	A	Sullivan
610, 611	Advanced Greek.....		To be Arranged				Faculty

DUQUESNE UNIVERSITY SUMMER SESSION

HISTORY

CAT. No.	SUBJECT	No. CRS.	HR.	DAYS	ROOM	BLDG.	INSTRUCTOR
201	Modern European History....	2	11-12	Daily	204	A	Salandra
301	Social & Pol. Hist. of U. S....	3	8:30-10	Daily	24	C	Risch
382	History of Roman Empire....	2	10-11	Daily	203	A	Scheib
401, 402	History of Civilization.....	6	8-11	Daily	25	C	von Fersen
415	Post-Civil War America.....	3	10-11:30	Daily	24	C	Risch
441	Renaissance & Reformation...	2	9-10	Daily	204	A	Salandra
504	Hist. of Jeffersonian Democracy	2	To be Arranged				Risch
531	Latin American Foreign Relations.....	2	10-11	Daily	204	A	Salandra

LATIN

501	Advanced Latin Conversation	2	9-10	Daily	34	C	Sullivan
502	Advanced Latin Conversation	2	10-11	Daily	34	C	Sullivan
511	Pliny the Younger's Letters ..	2	11-12	Daily	34	C	Faculty
517	Tchg. Latin in Sec. Schools...	2	To be Arranged				Preveden
524	Poets of Augustan Age.....	2	To be Arranged				Preveden
611	History of Latin Morphology.	2	To be Arranged				Preveden

MANAGEMENT

115, 116	Business Laboratory.....	4	9-11	Daily	606	F	McDunn
351, 352	Business Statistics.....	4	11-1	Daily	710	F	Rayhawk
461, 462e	Business Psychology.....	4	6-8:30	M. W.	606	F	Grant

MATHEMATICS

101	Advanced Algebra.....	2	9-10	Daily	22	C	Crowe
201	Analytic Geometry.....	2	10-11	Daily	22	C	Crowe
301, 302	Calculus.....	4	11-1	Daily	22	C	Crowe
601	Math. for Teachers.....	3	To be Arranged				Ostrovsky
613	Differential Equations.....	2	To be Arranged				Ostrovsky

MUSIC

	Piano.....	2	By Appointment	M	Stockman & MacDonald
	Voice.....	2	By Appointment	M	Miller
	Violin.....	2	By Appointment	M	Aranyi
	Organ.....	2	By Appointment	M	MacDonald
	Other Instruments.....	2	By Appointment	M	Faculty
131	Harmony.....	2	9-10 Daily	202 M	
141	Sight Singing.....	2	10-11 Daily	204 M	Stockmann
151	Music Appreciation.....	2	10-11 Daily	207 M	Lissfelt
*231	Harmony.....	2	10-11 Daily	202 M	
245	Voice Class.....	2	12-1 Daily	207 M	Miller
262	Gregorian Chant.....	2	11-12 Daily	105 M	
*277	Conducting.....	2	12-1 Daily	202 M	Aranyi
323	Ensemble Class.....	2	To be Arranged	M	Aranyi & Borrelli
*331	Counterpoint.....	2	11-12 Daily	103 M	Del Bianco
*355	Musical Analysis.....	2	9-10 Daily	207 M	Lissfelt
*380	Orchestration.....	2	12-1 Daily	103 M	Del Bianco

MUSIC—Continued

Cat. No.	SUBJECT	No. CRS. HOUR	DAYS	ROOM	BLDG.	INSTRUCTOR
381	Instrumental Class.....	2 11-12	Daily	207	M	Borrelli
*520	Method of Voice Training....	2 To be Arranged				Miller
	Advanced Instrumental Work	By Appointment			M	Faculty
*535	Composition.....	By Appointment			M	Del Bianco
565	Org. & Direction of Boys' Choirs					
566	Liturgy for the Church Organist					
567	Hymnology.....					
*577	Score Study.....	2 By Appointment			M	Del Bianco

NURSING

411	Ward Management & Teaching	3 8-9	Daily	32	C	Lorentz
413	Teaching Nursing Arts.....	3 11-12:30	Daily	29	C	Johnson
421	Superv. in Schools of Nursing.	3 8:30-10	Daily	28	C	Johnson
435	P.H.N., Principles & Practice.	2 8-9	Daily		Hospital	Rue
437	P.H.N., Maternity Infancy & Preschool.....	2 10-11	Daily		Hospital	Rue
438	School Nursing.....	2 11-12	Daily		Hospital	Rue

PHILOSOPHY

301	Logic & Epistemology.....	3 11-12:30		39	C	Smith
302	Rational Psychology.....	3 8:30-10		39	C	Carroll
402	Special Ethics.....	2 10-11		39	C	Smith
530	Modern Philosophy.....	2 To be Arranged				von Fersen
569	Epistemology.....	2 To be Arranged				von Fersen
611	Philosophy Seminar.....	To be Arranged				von Fersen

PHYSICS

†201, 202	General Physics Lecture.....	8 9-11	Daily	11	C	Kozora
	Laboratory	11:30-2:30	Daily	2	C	Kozora
207	Principles of Physics.....	3 8:30-10	Daily	29	C	Davis

POLITICAL SCIENCE

302	Comparative Government....	3 8:30-10	Daily	43	C	Kelley
401, 402	Prin. & Prob. of Government.	4 10-12	Daily	44	C	Brophy
441	Pol. Theories from Socrates to 16th Century.....	3 8:30-10	Daily	44	C	Brophy
503	International Relations.....	3 10-11:30	Daily	43	C	Kelley

RELIGION

511	Philosophy of Christianity....	2 1-2	Daily	39	C	Carroll
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SOCIOLOGY

101, 102	Principles of Sociology.....	4 10-12	Daily	26	C	McGowan
201	Practical Sociology.....	2 9-10	Daily	26	C	McGowan

DUQUESNE UNIVERSITY SUMMER SESSION

SPANISH

CAT. No.	SUBJECT	No.		DAYS	ROOM BLDG.		INSTRUCTOR
		CRS.	Hour				
101, 102	Elementary Spanish.....	6	8-11	Daily	38	C	Corriols
302	Advanced Spanish.....	3	11-12:30	Daily	38	C	Corriols
411	Spanish Classics.....	3	1-2:30	Daily	38	C	Corriols

SPEECH

101, 102	Speech.....	2 or 4	9-10	Daily	GR	A	Draegert
201, 202	Speech.....	2 or 4	10-11	Daily	GR	A	Draegert

† Indicates eight weeks courses.

e Indicates evening courses.

* Indicates prerequisite.

** Indicates special foote note.

DUQUESNE UNIVERSITY

Directory of Offices

THE CAMPUS

Bluff and Colbert Streets

Phone: GRant 4635

ACTIVITIES BUILDING.....	908 Vickroy Street
Director of the Summer Session.....	Room 201
ADMINISTRATION BUILDING.....	801 Bluff Street
Office of the President.....	Room 107
Office of the Vice-President.....	Room 113
Office of the Treasurer.....	Room 110
Office of the Cashier.....	Room 104
Office of Deferred Tuition.....	Room 101
Office of the Registrar.....	Room 105
CANEVIN HALL.....	Colbert and Vickroy Streets
The College of Liberal Arts and Sciences.....	Room 37
The School of Business Administration.....	Room 27
The School of Pharmacy.....	Room 17
The School of Education.....	Room 47
GRADUATE BUILDING.....	933 Vickroy Street
The Graduate School.....	Room 101
LIBRARY BUILDING.....	Colbert and Locust Streets
University Librarian.....	Room 101
MUSIC HALL.....	407 Hooper Street
The School of Music.....	Room 101
ST. HENRY HALL.....	809 Bluff Street
The School of Nursing.....	Room 101

OFF-CAMPUS, THE DOWNTOWN DIVISION

The Fitzsimons Building, 331 Fourth Avenue

Phone: COurt 3886

The Downtown Evening Division.....	Room 604
The School of Law.....	Room 501
The School of Business Administration.....	Room 604
The Department of Commercial Education.....	Room 702

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars
to be used for the purposes of said Corporation.

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF DRAMA

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

SCHOOL OF MUSIC

SCHOOL OF EDUCATION

GRADUATE SCHOOL

SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

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The
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BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 7

COLLEGE OF
LIBERAL ARTS AND SCIENCES

1940 - 1941



DUQUESNE UNIVERSITY
PITTSBURGH, PA.

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FACULTY — 1940-41

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COLLEGE OF LIBERAL ARTS AND SCIENCES

TEACHING STAFF—Continued

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ELIZABETH K. WINGERTER.....	<i>Instructor in Speech</i>

*Leave of Absence 1940-41.

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. The student body numbers nearly 3,500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a chemistry building, a music building, a library, an activities building, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the university, the School of Law and the Law Library.

RECOGNITION

Under date of March 30, 1911, the Supreme Court of the State of Pennsylvania approved the B.A. and B.S. degrees granted by Duquesne University and ordered that they be accepted by the State Board of Law Examiners as satisfactory evidence of a candidate's fitness to begin the study of law without further examination.

On May 9, 1919, the same Court, through the agency of the State Board of Law Examiners accepted Duquesne University's B.S. in Economics degree for the purpose of registration of law students.

Under date of February 19, 1926, the Board of Regents of the University of the State of New York formally registered Duquesne University under Section 403 of Regents' Rules in its course of study leading to the degree of Bachelor of Arts. Graduates holding this degree are entitled to the remission of one year in the study of law for admission to the bar examinations in the state of New York.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy on March 10, 1926.

The State Council of Education of Pennsylvania has placed Duquesne University on the list of accredited institutions whose graduates may obtain the provisional or permanent college certificate for teaching. The same Council in 1930 recognized Duquesne University's degrees in Education and in Music, and in 1937 approved the School of Nursing.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, the American Medical Association, the Association of Collegiate Schools of Nursing, and the Public Health Nursing curriculum offered by the university is on the list of schools approved by the Education Committee of the National Organization for Public Health Nursing.

AIM

The general aim of the administrative officers of Duquesne University, as a body of educators, is to secure the combined development of both mind and heart in the formation of character, for the man and citizen. They recognize moral training as an essential element of true education, and, while offering every facility in the acquisition of the highest and broadest mental culture, they spare no effort to form in the student habits

of virtue and moral integrity. It is their ultimate ambition to form cultured men and women of solid principles and of sound character.

The President of the University, the Deans of the various schools, the Dean of Men, the Dean of Women and the Registrar constitute the University Council. The purpose of this organization is to determine matters of university policy, to maintain uniformity in certain executive procedures throughout the university and to coördinate the work of the schools that compose it.

The Board of Advisors, composed of distinguished business and professional men, is designed to be a connecting link between the university and the citizens of Pittsburgh and Western Pennsylvania. Its purpose is to aid in discovering the best means by which the university may enlarge its sphere of usefulness.

WOMEN STUDENTS

Until 1915 regular courses in the various schools had been limited to men students. After that year, however, because of increasing demands, women were admitted first to the schools of Law, Business Administration and Drama. At present women students are admitted to all departments of the university.

THE COLLEGE OF LIBERAL ARTS AND SCIENCES

The College of Liberal Arts and Sciences is the oldest school in the university. When founded in 1878, classes were held in the original quarters of the school on Wylie Avenue, but rapid expansion of both faculty and student body made necessary removal to its own quarters in the present Administration Building on the Bluff. In 1915, this expansion made expedient the development of a separate unit, the College of Science, with its own dean, faculty and laboratories. This partition of the college functions served its purpose, however, and in 1938, in order to remove duplication of administrative detail, grown great through the natural growth of the colleges, the College of Science was merged with the College of Liberal Arts.

The college, always the heart of any university program, carries on, therefore, through its centralized organization, and with its combined faculties, the broad academic and scientific program which the founders conceived to be the keystone of a true culture.

PURPOSE

The College of Liberal Arts and Sciences is the basic school of the university. It proposes, through the Liberal Arts, to train young men and women to think clearly; to educate the individual man according to his intellect so he shall be fit to cope with any conditions of life, and through a knowledge of Science to develop an intellect that is at once accurate and penetrating, forceful, comprehensive and versatile, steady and persistent in its search after truth. The college aims to train and develop the intellectual, moral, emotional and aesthetic faculties of young men and women, *without immediate reference to any particular profession*. That this ideal is in consonance with latter-day educational theories is attested by the increasing demand on the part of professional schools, such as Law and Medicine, for students whose undergraduate training has been truly liberal and cultural, rather than narrow and specialized.

The College of Liberal Arts and Sciences confers the degrees of Bachelor of Arts and Bachelor of Science.

The course leading to the degree of Bachelor of Arts represents a thoroughly integrated plan of correlated studies, aimed not at any specialized profession, but rather at the broad, yet full, development of the intellect. While giving the student the opportunity to achieve a true culture, it is devised to develop his ability to reason logically, to "think through" to wise and valid conclusions, so that he will be equipped for success in any occupation, and will be particularly able to follow the learned professions, medicine, law, or pedagogy. Despite the tendency of modern education, the Arts course has never wavered in its adherence to the time proven humanities; languages, literatures and philosophy form the solid foundation upon which true culture rests. The student who has absorbed such an education may acquire practical knowledge and skills in a minimum of time with a maximum of efficient application.

The course of study leading to the degree of Bachelor of Science includes a comprehensive and thorough study of both the physical and the biological sciences. The candidate for the Bachelor of Science degree is regularly required to complete courses in chemistry, physics, botany, zoology and mathematics. In addition to the strictly scientific courses, the curriculum includes English, French or German, philosophy, and social studies in order that the student may obtain the broad cultural background so essential to one who is to specialize in a scientific profession.

PRE-MEDICAL AND PRE-DENTAL COURSES

In addition to the four years' curriculum leading to a degree, there are special two year and three year pre-medical and pre-dental programs which may be elected by those who wish to enter schools of medicine or dentistry. For such students, the following table lists the *minimum* preparation acceptable to the Association of American Medical Colleges:

English.....	6	hours	credit
General Inorganic Chemistry.....	8	"	"
Organic Chemistry.....	6	"	"
Biology.....	8	"	"
Physics.....	8	"	"
Foreign Language.....	8	"	"

Additional courses must be selected to make a total of 60 semester hours. The association urges all prospective medical students to study psychology, advanced chemistry and college mathematics. *It should be noted that these represent the minimum and not the desired entrance qualifications.* Most medical schools require a broader training in subjects other than the physical and biological sciences. Students electing a pre-medical course, therefore, are urged to spend at least three years in pre-medical training. Most medical schools require a bachelor's degree for entrance.

A MEDICAL APTITUDE TEST is administered each year by the Committee of the Association of American Medical Colleges. This test is used by a majority of the approved medical schools of the United States as a determining factor in the selection of students. An adequate rating on this test is one of the normal requirements for admission to a medical school.

ADMISSION TO THE COLLEGE

(1) *Regular Students*: Regular Students are those carrying a schedule of courses each semester which will enable them to qualify for the degree in four years.

Graduates of accredited high schools will be admitted to the freshman class upon proper certification of their records by the Principal. The record must show a definite recommendation by the Principal of the applicant's fitness to pursue college work. An applicant who is not so recommended must take the entrance examinations given by the university.

Regular students are admitted as follows:

First: (A) Those who satisfy the entrance requirements and are favorably recommended for college work by the Principal will be admitted unconditionally.

(B) Those who do not satisfy the entrance requirements and are not favorably recommended for college work by the Principal will be admitted only by passing the entrance examinations.

Second: (A) Those who do not satisfy the entrance requirements but are favorably recommended for college work by the Principal may be admitted on condition.

(B) Those who do not satisfy the entrance requirements and are not favorably recommended by the Principal for college work may be admitted on condition provided they pass the entrance examinations. Two Carnegie Units are the maximum allowed for admission on condition.

Removing Entrance Conditions: Entrance conditions may be removed as follows:

First: The student may complete the required work in an accredited day or evening high school.

Second: The student may successfully pass examinations given by the Department of Public Instruction, Harrisburg, Pennsylvania.

(2) *Transfer Students:*

Students of approved colleges and universities will be admitted to advanced standing if their credentials so warrant. They must be in good standing and eligible to continue their studies at the institution previously attended, and have been granted an honorable dismissal. A general average of C is required of an applicant wishing to transfer. No credit shall be allowed in any subject with a grade lower than C.

Advanced standing is conditional until the student completes a minimum of one semester's work (16 semester hours). If his work proves unsatisfactory the student will be requested to withdraw.

(3) *Part Time Students:* Students carrying less than twelve hours per semester are classified as part time students. They must satisfy the entrance requirements of the school in which they are enrolled.

(4) *Special Students*: (A) Students not studying for a degree yet wishing to receive college credit must present evidence of having completed high school work before credit will be allowed for courses pursued.

(B) Experienced persons of mature age, not candidates for degrees, may be admitted as special students, to those courses which, in the judgment of the Dean, they are qualified to pursue with profit. In such cases the entrance requirements may be waived, but the courses pursued carry no credit.

THE JUNIOR COLLEGE

Beginning in September, 1941, the university will inaugurate a Junior College. Two types of students will be eligible for admission: those who intend to complete a four year program leading to an academic degree, and those who, for economic or other reasons, seek a two year terminal curriculum. This two year program, which does not lead to a degree, may be either vocational or academic. The vocational programs offered include a wide range of skills; the academic program, while basically similar to the regular curriculum of the Lower Division in the college, consists of courses broader in scope, and complete in themselves, rather than preparatory to advanced work in the third and fourth years of a full college program.

The Junior College is intended primarily for those who do not desire to spend a full four years in advanced studies, but do wish studies of college grade to complement their high school training. The vocational courses are intended for those students who wish to develop special professional skills, in the scholarly atmosphere of a large university, but whose efforts are directed chiefly to preparation for immediate earnings.

For information concerning curricula, fees, and registration, address The Director, The Junior College, Duquesne University.

ENTRANCE REQUIREMENTS

Entrance Requirements are stated in High School Units. A High School Unit represents a year's study in an approved standard secondary school, so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation period shall aggregate not less than 120 sixty-minute hours.

COLLEGE OF LIBERAL ARTS AND SCIENCES

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For admission as a candidate for a degree, each student must have been graduated in the upper three-fifths of his High School class, and should present college entrance units according to the following distribution:

English.....	4
Foreign Language*.....	2
History**.....	2
Algebra.....	1
Geometry.....	1
Science (Lab.)†.....	1
Electives.....	4
Total units required for admission.....	15

*Those planning to major in Ancient Languages must present two units in Latin in fulfillment of this requirement.

**A candidate for the B.S. degree may offer one unit in U. S. History.

†This applies only to the B.S. degree curriculum.

As elective subjects the following are acceptable: Foreign Language, History, Science, Mathematics, Music and Commercial Subjects.

FRESHMAN WEEK

All entering freshmen are required to take a group of the American Council on Education tests in English usage, scholastic aptitude, modern language, reading skill, and oral expression. No special preparation is necessary for these tests, and due notice of the time and place of administration will be given each prospective student. Failure to take the placement tests at the regular time will incur a penalty of five dollars for individual tests. Freshmen are also required to attend all the activities of Freshman Week, in addition to the placement tests.

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED SECONDARY SCHOOLS

1. Applicants should address the University Registrar to obtain the necessary application blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.

3. Upon receipt of this application the university will obtain from the schools attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant shall be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, permitted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for all regular and special day students is held on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with his Dean or advisor.

(3) Tuition and fees for the semester are payable at registration time.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their Dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted,

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without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

STUDENT STANDING

1. Class Attendance: Students are not permitted to absent themselves from class in any course without good reason. In any event of absence no student is permitted to return to class without specific permission of the Dean.

All students in the College of Liberal Arts and Sciences are required to attend all scheduled conferences in the Campus Theatre.

2. Examinations: *Mid-semester* examinations are held in all departments. *Final* examinations are given at the end of each semester, and at the end of each course in the summer session. No student is excused from taking final examinations, except that Seniors taking comprehensive examinations in their major field may, at the option of the professor concerned, be excused from course examinations in the same field.

3. Grading: The university grading system adopted February 21, 1929, and amended September 19, 1938, is used throughout the College of Liberal Arts and Sciences

The system is as follows:

A.....	Excellent
B.....	Good
C.....	Average
D.....	Below Average—lowest passing grade
E.....	Conditioned: eligible for re-examination
F.....	Failure: course must be repeated
I.....	Incomplete: grade is deferred because of incomplete work
X.....	Absent from final examination.
W.....	Official Withdrawal
P.....	Pass: used in certain courses without quality points.

The temporary marks, I, X, and E, if not removed within the first 30 school days of the student's next succeeding semester become permanent marks, and the courses must be repeated for credit.

An E grade can be changed by re-examination to only D or F.

4. Quality Point System: *The minimum requirement for graduation is a quality point average of 1.0.*

This means that a student must acquire a number of quality points equal to the number of semester hours credit required for a degree. The average of 1.0 is thus obtained by dividing the number of semester hours credit obtained into the number of quality points represented by the grades achieved. For each credit of work carried, quality points will be awarded according to the following scale: for a grade of A, the number of credits shall be multiplied by 3; grade B, by 2; grade C, by 1; grade D, by 0; grade F, by minus 1, until the F has been removed by repeating the course. Quality points are not awarded for temporary marks, such as I, X, or E, and the marks W and P are not included in the quality point award.

The quality point system became effective for all new students in the college in 1938-39.

5. Comprehensive Examinations, covering the entire field of major study, must be passed successfully by every candidate before he may be recommended for a degree. The Comprehensive Examination requires the student to demonstrate that he has a grasp not only of the factual content of his major field, but that he has developed as well an ability to correlate his knowledge with allied fields, and that he has the ability to arrive at logical, defensible conclusions independently.

The examination, at present, is given in four sessions of three hours each, and is held in December and April. Students who expect to graduate in February should make application in the office of the Dean not later than November 15 and those who expect to graduate in June should make application not later than March 15.

Notification of the time and place of the examination will be posted on the college bulletin board, and will be announced in the student paper.

6. Qualifying Examinations in English: All degree candidates in every department of the university, except the School of Law, are required to pass a qualifying examination in English. This examination is held twice yearly, generally at the same period as the comprehensive examination. The date and place of examination will be posted. In this examination, the student is expected to demonstrate his grasp of the dialectic

method which is fundamental to his four-year curriculum, and so express his ideas as to give evidence of acquired powers of reasoning.

THE DEAN'S LIST

At the end of each quarter of the academic year, those students whose grades in all subjects are "B" and who attain grades of "A" in half of their courses, will be posted on *The Dean's List*. Students who achieve such honorable mention will be granted the privilege of absenting themselves from class for a period not exceeding ten percent of the total number of hours the class meets during the semester. This privilege is valid only until the publication of the next list, and may not be transferred from one period to the next.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

- Freshmen:** Those having completed less than 32 semester hours.
Sophomores: Those having completed 33 to 64 semester hours.
Juniors: Those having completed 65 to 96 semester hours.
Seniors: Those having completed 97 to 128 semester hours.

Unit of Credit: The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

Scholastic Standing: A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and the Qualifying Examination in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention *cum laude* or *magna cum laude* to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to *summa cum laude*.

THE SCHOOL YEAR

The school year, which occupies 32 weeks exclusive of Christmas and Easter vacations, is divided into a First Semester and a Second Semester of 16 weeks each.

CLASSES

REGULAR

Classes are in session five days a week during the school year.

SPECIAL

Late afternoon and evening courses are offered by the College of Liberal Arts and Sciences, the Graduate School and the Schools of Business Administration, Music, Education, and Nursing.

Saturday classes are offered in the College of Liberal Arts and Sciences, the Graduate School, and the Schools of Music, Education, and Nursing.

The courses offered in the late afternoon, evening and Saturday are selected from the curricula of the university and are taught by regular faculty members. These courses may carry reduced credit if the time schedule does not permit the full course to be given.

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A special Summer Evening Session is held in the School of Business Administration. These classes meet in the Fitzsimons Building.

As in the special classes, regular courses may be abridged to conform to the time allotted in the schedule.

Requirements for admission to the special classes as a candidate for a degree are the same as those for admission to regular classes.

Mature students, not candidates for degrees, may be admitted to those special courses, which, in the judgment of the Dean, they are equipped to pursue with profit. In such cases the entrance requirement may be waived, but the courses pursued carry no credit.

The purpose of these special courses is to afford teachers and others who cannot avail themselves of the regular courses in the university, an opportunity to pursue courses towards a degree.

TUITION AND FEES

Tuition, per Semester Hour Credit..... \$ 8.00

The total tuition for the semester is payable at the time of registration, unless other arrangements are made through the Deferred Tuition office.

Registration Fee \$ 1.00

A registration fee of \$1.00 is required of every student at each registration period.

Student Health Fee..... \$ 2.50

This fee includes physical examination at entrance and advice and health guidance during entire course.

Activities and Library Fee..... \$15.00

This fee gives library and gymnasium privileges and admittance to all university home athletic contests, and admittance to all productions of the Drama Department during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all full time students of the university.

Activities and Library Fee—Special Students, per semester..... \$ 2.00

This fee gives library and gymnasium privileges, and includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all special students.

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Condition Examination Fee.....	\$ 5.00
This fee is charged for each condition and special examination. It is payable in advance.	
Change of Course Fee.....	\$ 1.00
A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.	
Late Entrance Fee.....	\$ 5.00
A late entrance fee of \$5.00 is charged to all students registering later than the last day of the registration period.	
Laboratory Breakage Deposit.....	\$ 5.00
This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the Second Semester. Any charge in excess of this fee will be paid by the student.	
Laboratory Fees—	
Students enrolled in the following courses will pay laboratory fees as indicated:	
\$ 5.00—Biology: 101, 102, 201, 202, 301, 305, 319, 320, 401, 402, 406;	
—Physics: 201, 202, 407, 408, 409;	
—Chemistry: 204, 301, 304.	
\$ 7.50—Chemistry: 101, 102, 201, 202, 401, 402.	
\$10.00—Chemistry: 302.	
Laboratory fees are not subject to refund.	
Practice Teaching Fee.....	\$25.00
This fee is charged to all students who register for practice teaching.	
The Science Association Membership Fee.....	\$ 1.00
This fee is required of all students registered for the degree of Bachelor of Science.	
Summer Session per Sem. Hr. Cr.....	\$ 8.00
Graduation Fees—Bachelor's Degree	\$15.00
Master's Degree.....	25.00
Doctor's Degree.....	50.00

REFUNDS FOR WITHDRAWAL

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a refund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

Withdrawal	Refund
1st Week	90%
2nd Week	70%
3rd Week	60%
4th Week	50%
5th Week	30%
6th Week	20%
7th Week	10%
8th Week	5%

No refund will be made in the case of students who are registered on probation or who are requested to withdraw as a result of faculty action.

EVENING COURSES
For the Degree of
BACHELOR OF ARTS

The college offers a program of studies, leading to the degree of Bachelor of Arts, available for those who are able to pursue courses only in the late afternoon or evening. These courses are given in the downtown Fitzsimons Building. By sustained and diligent study, a student should be able to complete the entire program for a degree in evening courses within a period of seven years. The course of study prescribed is identical with that of the day sessions, except that a certain variation in the sequence of courses, designed to accommodate individual circumstances, is permitted. Laboratory courses, *i.e.*, Biology, Chemistry, Physics, are held on the campus. Unless the demand warrants extension, only one laboratory course will be offered each year; upon the student, therefore, rests the responsibility of fulfilling the requirement of two courses in science. In general, the student who plans a long-term program toward a degree should elect courses in logical sequence. Thus, if the student has elected French in his second year of attendance, he should elect a sequential course in French the following year, and complete

that specific requirement without permitting a year or two to intervene, lessening thereby the value of sustained effort in one field.

A candidate for a degree gained exclusively in Evening Division study must complete 132 credit hours of work, pass the Qualifying Examination in English, and the Comprehensive Examination in his major field. The student should build his yearly program around the required curriculum for the degree of Bachelor of Arts, and should pursue the required courses as they are offered in the catalogue of the Evening Division. Required courses may not be offered yearly, but will be offered in such cycles as will enable any student to progress as rapidly as his time and purse permit.

Prospective students should remember that the task is not easy; that the program is a long one, and that "results" may not be apparent for a long time. Great courage, as well as ambition and industry, is required. The achievement of those who have completed the course, however, gives evidence that the effort is worth while, from the point of view of personal advancement, as well as the more obvious advantage of intellectual and cultural development. Those who plan such a program should confer with the Dean of the College at frequent intervals.

For convenience in the selection of courses, the core-courses, *i.e.* required subjects, are listed below.*

IN ENGLISH

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Sem. Hrs. Credit</i>
Eng.	101, 102	English Composition.....	8
Eng.	201, 202	Philosophy of Literature.....	8
Eng.	301, 302	Survey of American Literature.....	4
Eng.	401, 402	Survey of World Literature.....	4

IN SOCIAL STUDIES

Soc. St.	101, 102	Social Science I.....	6
Soc. St.	201, 202	Social Science II.....	6

IN PHILOSOPHY

Phil.	101, 102	Logic.....	4
Rel.	101, 102	General Ethics.....	4
Rel.	201, 202	Special Ethics.....	4

* It should be noted, by consulting the curriculum on pages 21, 22 that these courses are fundamental, and do not include courses in the major field.

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In addition to this basic program, students should select appropriate courses from the groups listed on page 23. Two years of science in lecture courses, or one year in a laboratory course, are required, and, unless the student can present reasons satisfactory to the Dean and the faculty, two years of a modern foreign language are required. In general, students pursuing a degree course in the Evening Division should follow the requirements for regularly registered day students.

COURSES OF STUDY

All courses of study for Freshmen and Sophomores in the college are prescribed. The Lower Division curricula are those fundamental to steady and profitable work in any of the Upper Division departments, and the courses are designed to afford the maximum development in those basic studies without which intellectual progress is seriously handicapped.

Beginning with the academic year 1940-41, the diverse curricula of the university's schools have been revised to permit the development of certain "core" courses which are deemed fundamental to each curriculum. These core-courses—in *English, Social Studies, Orientation, Logic, and Ethics*—are required in all departments of the university on the Lower Division level. It is the purpose of these courses, together with other required courses peculiar to each curriculum, thoroughly to integrate the student's knowledge of allied fields, to give him a rigorous training in mental discipline, and to afford a sound foundation for the intelligent pursuit of advanced study.

LOWER DIVISION CURRICULUM

BACHELOR OF ARTS

First Year

<i>Course</i>	<i>Number</i>	<i>Title</i>	<i>Credit</i>
Eng.	101, 102 or 103, 104	English Composition.....	8
Soc.St.	101, 102	Social Science I.....	6
Orientation	101, 102	Orientation*.....	4
Lang.	101, 102 or 201, 202	Foreign Language.....	6
Biol.	107, 108	General Biology.....	4
Rel.	101, 102	General Ethics.....	4
		Physical Education }.....	2
		Eurythmics }.....	
		Military Science }.....	
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*Class, three hours.

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Second Year

<i>Course Number</i>	<i>Title</i>	<i>Credit</i>
Eng. 201, 202	Philosophy of Literature.....	8
Soc.St. 201, 202	Social Science II.....	6
Chem. 207, 208 or	Principles of Chemistry.....	4
Phys. 207, 208	Principles of Physics.....	4
Lang. 201, 202 or 301, 302	Foreign Language.....	6
Phil. 207, 208	Logic.....	4
Rel. 201, 202	Special Ethics.....	4
	Physical Education }.....	2
	Eurythmics }	
	Military Science }	
		34

BACHELOR OF SCIENCE

First Year

Eng. 101, 102 or 103, 104	English Composition.....	8
Soc.St. 101, 102	Social Science I.....	6
Orientation 101, 102	Orientation*.....	4
Biol. 101, 102 or	Botany—Zoology }.....	8
Chem. 101, 102	Inorganic Chemistry }	
Math. 107, 108	Algebra—Trigonometry.....	4
Rel. 101, 102	General Ethics.....	4
	Physical Education }.....	2
	Eurythmics }	
	Military Science }	
		36

Second Year

Eng. 201, 202	Philosophy of Literature.....	8
Soc.St. 201, 202	Social Science II.....	6
Biol. 201, 202	Vertebrate Zoology—Plant	8
	Morphology** }	
	Bacteriology—Physiology** }	
Biol. 301, 302 or	Organic Chemistry.....	4
Chem. 201, 202	Analytic Geometry.....	4
Math. 201, 202	Logic.....	4
Phil. 207, 208	Special Ethics.....	4
Rel. 201, 202	Physical Education }.....	2
	Eurythmics }	
	Military Science }	
		36

* Class, three hours.

** Given in alternate years.

UPPER DIVISION STUDIES

Fields Of Concentration

On or before April 15 of his sophomore year, each student must confer with his faculty advisor, and with the Dean of the college, to select one major field of study to be pursued during

COLLEGE OF LIBERAL ARTS AND SCIENCES

his Junior and Senior years. Upper Division students in the College will be permitted to major in the following fields: Biology, Chemistry, Drama, English, History, Latin, Modern Languages, Philosophy, Social Studies, and Speech. When a major field has been selected and approved, the student will be expected to complete his distribution of studies by electing not more than two courses each semester from any one of the groups listed below:

<i>Group I</i>	<i>Group II</i>	<i>Group III</i>
Art	Latin	Political Science
English	Greek	Economics
History	French	Sociology
Speech	German	(History)
Drama	Spanish	
(Music)*	Italian	
	Polish	
<i>Group IV</i>		<i>Group V</i>
Mathematics		Philosophy
Chemistry		Psychology
Physics		Religion
Biology		(Education)**
Geology		

* For courses in *Music*, consult the *Bulletin* of the School of Music.

** For courses in *Education*, consult the *Bulletin* of the School of Education.

GENERAL REQUIREMENTS FOR DEGREES

The general requirements for degrees in the college, in addition to general university requirements, may be summarized as follows:

1. A minimum of 132 semester hours of instruction is required for the degree of Bachelor of Arts or Bachelor of Science.
2. At least two full years' study of a modern foreign language is required in all departments.
3. Students completing the requirements for the degree of Bachelor of Arts must complete in addition to departmental requirements, at least one course in each of the remaining groups except Group IV, courses in which are optional. Thus a student majoring in Spanish, must also elect courses in Groups I, III, and V.

4. Candidates for the degree of Bachelor of Science must complete in addition to the special departmental requirements, courses in two other sciences. Thus, a student majoring in Chemistry will be expected to complete also, courses in Biology and Physics or Geology.

5. All students in the college are required to complete a minimum of 24 semester hours in English.

6. All Catholic students, in every department, are required to complete Religion 301, 302; 401, 402, during their Junior and Senior years.

SPECIAL REQUIREMENTS FOR DEGREES

The special requirements of each department in which a student may major may be found under the appropriate heading in the *Courses of Instruction*.

COURSES OF INSTRUCTION

The courses of instruction listed on the following pages are numbered in accordance with a plan uniform throughout the university. Odd numbers indicate courses given in the first semester, from September to February; even numbers indicate those given in the second semester from February to June. Courses designated in pairs, viz. "101, 102," "307, 308," run through the academic year.

Division of the Humanities

Rev. William E. O'Donnell, C.S.Sp., M.A., *Chairman*.

ORIENTATION

101, 102. Freshman Orientation. A course which aims to assist the Freshman to bridge the gap between high school and college, by teaching study and research methods essential to continuous and sustained progress in higher education. In addition to the tools which are designed to assist the student to "find himself" quickly, a considerable portion of the course is devoted to art and music appreciation which is considered fundamental to the development of a deep and lasting culture. Class, *Six hours*. Credit, *Four hours*.

DRAMA AND SPEECH

Associate Professor Golden, *Acting Head of Department*: Mr. Fallon, Miss Wingerter, Mrs. Evanson, Mr. Nicholls. **Speech and Interpretation:** Major, 24 Semester Hours, toward which the following required courses will apply: Drama 303, 304; 401, 402; 419, 420; 441, 442. **Play Writing:** Major, 32 Semester Hours, toward which the following required courses will apply:

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English 313, 314; English 315, 316; Drama 319, 320; 417; 419, 420. Students majoring in this department should also elect parallel or complementary courses in English and History, and at least one course each year from Groups II and V.

101, 102 (1, 2, 3, 4). Elements of Speech. The first semester is devoted to speech practice before the class with the aim of developing confidence and poise, bodily and vocal control, and of eradicating mannerisms. The second semester stresses clear and distinct enunciation, correct pronunciation, and the development of projection, through continued practice in speech making. A recording is made of each student each semester. Credit, *Four semester hours*. MESSRS. GOLDEN, FALLON.

105, 106. Public Speaking. This course, offered only in the evening session, is intended for the mature student, and is adapted, so far as practicable, to the individual problems. The first semester is devoted to a study of the mechanics of voice, time, force, melody, bodily action; the second deals with specific types of speech, with a short digest of parliamentary law. Credit, *Four semester hours*. MR. FALLON.

109. Speech Training in E1. Grades. A study of the place of speech in the elementary school. Techniques of good speech habits such as correct posture, phrasing, intonation, clear, well modulated voice, distinct pronunciation. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

110. Speech Training in E1. Grades. A continuation of 109, with particular attention to (1) the guidance of the child's speech development, (2) the speech problems of the teacher. Class, *Two hours*. Credit, *Two hours*. Prerequisite: El. Ed. 109. MISS WINGERTER.

115, 116. Speech Clinic. A remedial course designed for those students whose diagnostic tests reveal marked speech defects such as stammering, habitual slurring, or pronounced localism. A laboratory fee of \$15.00 is charged. Credit, *Six hours*. The Department.

141, 142 (5, 6). Technical Practice. Lectures and demonstrations of methods in scenery construction, costume construction, and make-up enable students in this course to serve on production crew as assigned, a minimum of fifty hours per semester. Credit, *Two semester hours*. Staff.

201, 202. Psychology of Speech. Methods of audience analysis are studied as audience psychology affect choice and organization of material and its composition for delivery. Complete addresses, both prepared and impromptu, for various occasion and purposes are assigned. Delivery is followed by critical analysis by instructor and class. A recording is made each semester. Prerequisite: Speech 101, 102. Credit, *Four semester hours*. MESSRS. GOLDEN, FALLON.

221. Choral Speaking. A course dealing with the aims, principles, materials and methods of teaching poetry by means of choric speech. Student participation in a Verse Speaking Choir. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

222. Dramatics for the Grades. A practical course covering the dramatic activities of the elementary school. Survey of materials that lend themselves to dramatization. Dramatization as a teaching device. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

241, 242 (7, 8). Technical Practice. Lectures in elementary electricity, stage lighting, shade and color, practice in scene and costume construction enable students to serve in all the regular stations of production and stage crew as assigned, a minimum of fifty hours per semester. Prerequisite: Drama 109, 110. Credit, *Two semester hours*. Staff.

303, 304. Diction. Study of phonetics aims toward continued improvement in enunciation and projection, eradication of localisms and provincialisms in phrasing, pronunciation, and speech rhythms. Prerequisite: 203, 204. Credit, *Four semester hours*. MR. GOLDEN.

317, 318 (15, 16). Radio Technique. Training in the reading of plays for the microphone is provided, as well as study of sound effects. Actual weekly broadcasts are arranged with local stations. Prerequisite: 101, 102 or 103, 104. Credit, *Six semester hours*. MR. FALLON, MR. NICHOLLS.

342. Auditorium Activities. The auditorium period as a speech laboratory using various forms of speech activities and all types of literature—story, dramatization, play, poetry. Prerequisite: 222. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

351, 352 (115, 116). Stage Direction. Course includes casting methods, planning and conduct of rehearsals, designing stage business, developing rhythm, mood, and tempo in production, supervising production and dress rehearsal. Students direct studio plays. Prerequisite: 207, 208. Credit, *Four semester hours*. MR. GOLDEN.

401, 402. Speech Methods. Course outlines methods of teaching speech in secondary schools. Prerequisite: 301, 302. Credit, *Four semester hours*. MR. FALLON.

417, 418. Advanced Radio Technique. Microphone performance in radio plays, adaptation of scripts, radio direction, production and announcing are correlated with broadcasts arranged at local stations. Prerequisite: 317, 318. Credit, *Six semester hours*. MR. FALLON, MR. NICHOLLS.

441, 442 (13, 14). Interpretation. Characterization is created from the lines of the play, life study is adapted to roles. Prerequisite: 207, 208. Credit, *Four semester hours*. The Department.

451, 452 (121, 122). Play Production. A survey course covering methods in play choice, rehearsal, casting, sources of plays and technical materials, and adaptation of theatre as an educational tool. Students plan complete productions suitable for secondary school work. This course is recommended to all who are working for teaching certificates in English, modern languages, or music. The laboratory work required per semester is correlated with production in the University Theatre. Credit, *Four semester hours*. The Department.

501, 502. Remedial Speech Methods. A course designed to prepare the student in approved methods of training speech defectives whose difficulty is other than organic and intended to give the teacher an understanding of the nature of such training to enable him more effectively to assist his own students. Credit, *Four hours*. MR. GOLDEN.

551, 552. Seminar. For Drama Students who are completing majors in acting, direction, or technical practice. Credit, *Four hours*. The Department.

561, 562. The Pathology of Speech Disorders. This course comprises an analysis of the neural, the mental, the emotional, and the functional phases in speech disorders, including disorders of rhythm, articulation, and

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phonation, and of symbolic formulation and expression. The analysis will be simple, illustrative, and of direct practical help to both students and teachers interested in the psychology and pathology of speech difficulties. Class, two hours, laboratory, two hours. Credit, *Six hours*. DR. SNYDER.

ENGLISH

Prof. Mathewson*, *Head of the Department*; Prof. Griffin; Assoc. Prof. Dubois; Asst. Prof. Bennett; Messrs, Desmond, Dwyer, Scheib, Boleky, Davies, Einloth, Jones.

Major: 32 Semester Hours toward which the following courses will apply: English 301, 302; 307, 308; 401, 402; 407, 408; 433, 434.

English Majors should also elect parallel courses in History, (History 301, 302; 401, 402) and at least one course from Group V.

101, 102. English Composition. A course in writing based on the belief that one learns to write well by writing frequently, and that good writing reflects clear thinking. This course studies language as a science, and is designed to provide the basis of a self-conscious mental discipline together with ease and sureness in self-expression. Credit, *Eight hours*. The Department.

103, 104. English Composition. A course with aims substantially those of English 101, 102, but intended for students who require some remedial assistance in the fundamentals of English speech and writing. Stress is placed upon exactness of thought and expression. Credit, *Eight hours*. The Department.

107, 108. The Science of Language. A study of language as a science. Designed to provide the basis of a self-conscious art of correct expression and a means of mental discipline through an understanding of the nature of language. Credit, *Four hours*.

111, 112. History of the Theatre. This course covers chronologically the development of drama and its performance as theatre from primitive man to the present. Playhouse forms and production methods are studied simultaneously with representative plays of each period. Credit, *Four semester hours*. MR. FALLON.

201, 202. Philosophy of Literature. Designed to develop in the student an understanding of the principles of literary art and expression, the course considers for critical analysis the great works in the stream of English literature. Credit, *Eight hours*. The Department.

203, 204. Survey of English and American Literature. (For students majoring in Biology and Chemistry only.) A study of the types, influences and periods of English and American literature, with emphasis upon the most representative works of the great English and American writers. Credit, *Two hours*. MR. DESMOND.

301, 302 (61, 62). American Literature. A survey of American literature from the beginning to 1920. Credit, *Four hours*. DR. DUBOIS.

307. Bibliography and Method. Methods and materials of research. Discussion of specific problems arising from original research projects. Credit, *Two hours*. DR. GRIFFIN.

*Leave of absence, 1940-41.

308 (149). Literary Criticism. Designed to provide the student with an understanding and appreciation of the artistic and technical features of literature. The relation of literature to religion and to the other arts. The schools of literature and criticism and the appraisal of them by scholastic principles of art and beauty. The definition of literature according to scholastic standards. Reading and discussion of the major critics of ancient and modern times. Credit, *Two hours*. PROFESSOR MATHEWSON, DR. GRIFFIN.

313, 314 (111, 112). Playwriting. Analysis of one act play construction is followed by individual creative work. Plays meriting performance will be given production in the University Theatre. Students admitted to this course only with consent of the instructor. Credit, *Six semester hours*. MR. GOLDEN.

315, 316. Special Composition. For advanced students who are interested in writing for publication or in the direction of school periodicals. Instruction in the following types of writing: the short story, the essay, the drama, the novel, verse. Admission by consent of the Department. Credit, *Four hours*.

363, 364. Contemporary American Drama. A study of the development of the American Drama since 1900. Belasco, Moody, Crothers, and others point the way to the sociological tendency of the last decade. Considerable attention is given to O'Neill, Barry, Anderson, and others. Credit, *Four hours*. DR. GRIFFIN.

401, 402 (131, 132). Masterpieces of World Literature. A survey of world literature. The critical study of selected masterpieces. The relation of literature and life through the ages. Extensive supplementary reading assignments. Credit, *Four hours*.

407, 408. Aesthetics. An integrated study of the laws which govern apprehension and credition. Using the aesthetics of St. Thomas as a foundation, the course aims to discuss: sense, emotion, intellect, form, reality, truth, beauty in its relationship to unity and the whole man. Practical application of general principles will be made in literature, music, painting, and sculpture. Credit, *Four hours*. PROFESSOR MATHEWSON.

433, 434. The Histories of Shakespeare. A detailed study of the chronicle-history plays, together with an investigation of Shakespeare's sources and the history depicted. The chief accent, however, is upon the plays themselves, considered as drama. Credit, *Four hours*. MR. BENNETT.

521. Old and Middle English. Class readings in the prose of Alfred and Aelfric, the *Ecclesiastical History*, *Maldon*, *Elene*, *The Wanderer*, *Beowulf*, the *Chronicle*, the *Ormulum*, *Havelok*, and *The Pardoner's Tale*. Attention is given to the origin and development of the language. Credit, *Four hours*. MR. BENNETT.

536, 537. English Literature of the Eighteenth Century. This is a study of the history of the 18th century prose—its background; its writers and their chief works; and the fact that our modern forms then were formed. There is too in connection with the course, a reading and study of selections from representative authors works. Credit, *Four hours*.

541, 542. Poe, Melville, and Hawthorne. During the first semester an attempt will be made to read Poe's *Works* chronologically and in the light of recent scholarship to see how he wrote and if he grew. Melville's *Moby Dick* and Hawthorne's short pieces and *Notebooks* will be objects of similar examination the second term. The course might be called *Studies in Non-Transcendentalism*, and collateral reading will be possible in Lowell, Twain, Cooper, and others. Credit, *Four hours*. DR. DUBOIS.

563. Elizabethan Non-Dramatic Literature. Classical and contemporary foreign influence of the Renaissance. Developments in the sonnet sequence, pastoral, historical poem, satire, and other types of Elizabethan poetry. The verse of Wyatt, Surrey, Sackville, Spenser, Sidney, Shakespeare, Drayton, Donne, Jonson, and others. Songbooks and poetical miscellanies. Prose from the Tyndale Bible to the King James Version. Attention to the meanings and connotations of Elizabethan words. Credit, *Two hours*.

580. History of the English Language. Theories of the origin of language and the evolution of English from its roots in the prehistoric Indo-European. The development of Middle English. The influences of the Renaissance. The beginnings of prescriptive grammar. Phonetics, vocabulary, its change and growth. The "Received Standard." American English. Credit, *Two hours*. MR. BENNETT.

HISTORY

Asst. Profs. Risch, Van Duzer, Salandra; Rev. Julian von Fersen, Messrs. Hailperin and Walton.

Major: 32 Semester hours, toward which the following *required* courses will apply: History 101, 102; 201, 202; 301, 302; 401, 402; 407, 408. *Principles and Problems of Government*, (Political Science 401, 402) also is required. History majors should elect courses from Groups III and V.

101, 102 (31). The Middle Ages and the Renaissance. A general survey of the early history of European nations, the rise of the Papacy and the Church. Medieval ideas of law, society, government; its political, economic and cultural policy. The origin of the cultural revolution, called Renaissance. Lectures, discussions, and collateral readings. Credit, *Three hours*. The Department. (Not offered 1940-41.)

201, 202. Modern European History (1500-1919). A survey course covering the foundations of modern Europe with emphasis upon the Protestant revolt, the development of colonial rivalry and the French revolution. The development of democracy, nationalism, and national imperialism. The World War and its political, economic, and social effects. Credit, *Six hours*. DR. SALANDRA, DR. WALTON.

301, 302 (5, 6). The Social and Economic History of United States. A general survey of the evolution of industrial society in the United States from the Colonial settlements down to the present, greater emphasis being given to the period 1860-1900. The object of the course is to supply a sense of the evolutionary development of the economic order, and the general background of our social and economic history which is necessary to the understanding of present-day economic problems. Lectures and recitations. Credit, *Six hours*. DR. RISCH.

311, 312. American Constitutional History. A study of constitutional development in the United States stressing in particular colonial problems, Revolutionary philosophy, the adoption of the Constitution, Reconstruction and recent developments. Credit, *Four hours*. DR. RISCH. (Not offered 1940-41).

341, 342. History of the Jews: The Biblical Era. This course will review the history of the Jews down to the destruction of the Jewish State. The ancient Orient, the bible as a historical source, the People and Religion of Israel, the Prophets and their literature, social and political factors in Israelitish nationhood, the Second Jewish Commonwealth and the new syncretisms, Hellenistic Judaism and the enlarging Jewish world. Credit, *Four hours*. DR. HAILPERIN.

382. History of the Roman Empire. An outline of Roman history from the death of Julius Caesar to the fall of the Empire. Credit, *Two hours*. FR. VON FERSEN.

401, 402 (57, 58). The History of Civilization. This course treats of the history of Rome, Greece, and Egypt; dealing with religion, customs, laws, national progress and decline. The Eastern nations—China, Japan and India also are dealt with at length. Lectures, recitations. Credit, *Six hours*. The Department.

407, 408 (191). Science and Methods of History. A survey of historiography from Herodotus to the "New History." Contributions of anthropology, archaeology, sociology, and economics to the scope and perspective of history. A critical study of the historian's outlook in the light of modern knowledge. Credit, *Two hours*. DR. RISCH.

411, 412 (107). The American Colonies. A study of colonial society and institutions stressing the factors, forces and events which fashioned an America divergent from old England. Credit, *Three hours*. DR. RISCH.

415 (101). Post Civil War America. A study of the more recent developments in the political, economic and social life of America since the World War, and including the New Deal. Credit, *Three hours*. DR. RISCH.

416 (102). Twentieth Century America. A study of the more recent developments in the political, economic and social life of America since the World War, and including the New Deal. Credit, *Three hours*. DR. RISCH.

441 (110). The Renaissance and the Reformation. The religious, moral and intellectual life of Europe from 1300 to 1517. Avignon and the Western Schism; the Conciliar Movement; the Renaissance of art and of literature; the revival of science. Causes of the Protestant Revolution; the rise of Lutheranism, Calvinism and Anglicanism; Trent and the Catholic Revival. Credit, *Three hours*. DR. SALANDRA.

519. American Constitutional History. A study of constitutional developments in the United States stressing in particular colonial problems, Revolutionary philosophy, the adoption of the Constitution, Reconstruction and recent developments. Credit, *Six hours*. DR. RISCH.

521. History of the Americas. A general survey of the history of the Western Hemisphere with a special emphasis on Latin America. Pre-Columbian America: the Indian cultures of North, Central, and South America; the Mayas, the Toltecs, the Aztecs, and the Incas. The colonial period: discovery, exploration, and colonization; the age of the Conquistadores; the transplanting of European culture and institutions to the Western Hemisphere; the colonial system; the coming of the friars; the missions. The wars of independence; the development of the independent America republics; their relations with each other, and with the rest of the world. Credit, *Three hours*. DR. SALANDRA.

531, 532. Latin American Foreign Relations. The Western Powers and Independence. Rivalries of the United States and England. French and German interests and activities. The Pan-Hispanic and Pan-American movements. The Monroe Doctrine. Latin America and the League of Nations. Credit, *Four hours*. DR. SALANDRA.

543. Medieval and Modern Jewish History. This course is a survey of the history of the Jews in the Orient, Europe, and America from the rise of Islam to the present time. A study is made of the literature and movements current in this period. Credit, *Four hours*. DR. HAILPERIN.

547, 548. The XII and XIII Centuries in the History of Culture. A study of the philosophy, science, literature, art, and education of the medieval "renaissance." An inquiry is made into the relations of this culture to the Patristic period, the Carolingian "revival" and the "renaissance" of the fourteenth and fifteenth centuries. Credit, *Six hours*. The Department.

549, 550. The Latin Church. A study of the Church of western Europe from its origin to the Pontificate of Boniface VIII (1294-1303). Stress is given to the cultural background of Christianity, the Church Fathers, Monasticism, the great heresies and schisms, the Councils, the rise and development of the temporal power of the Church, the conflict between Church and State, the Reformation of the twelfth and thirteenth centuries and the great synthesis of Aristotelianism and Christian doctrine. Credit, *Six hours*. The Department.

551, 552. The Social and Economic Structure of the Middle Ages. This course is an intensive study of feudalism, the revival of town life, the guild system, industry and commerce. Due attention is given to the attitude of the Church in regard to questions of fixed social status, interest, insurance, profit, working hours, etc. Credit, *Six hours*. The Department.

555 (193). The French Revolution and Napoleon. The Old Regime and the Encyclopedic spirit, downfall of the Bourbon monarchy, revolutionary reconstructions, the Napoleonic Empire, the Restoration. Special attention to the intellectual history of the 18th century. Parallels are drawn between the French Revolution and other revolutions in modern history with a view to determining the general pattern of revolutionary action. Credit, *Three hours*. DR. VAN DUZER.

587, 588. The Contemporary World, 1914. Fundamental and immediate causes of the World War; the War and the Peace; Europe reconstructed; birth and death of the League of Nations; democratic and totalitarian Europe; the tragic '30's; another World War. Credit, *Six hours*. DR. VAN DUZER.

597, 598. History of the Arts. Lectures survey development of sculpture, architecture, painting, and music as a background for drama students for the better understanding of their own as related to its sister fine arts. Credit, *Two semester hours*.

CLASSICAL LANGUAGES

LATIN

Rev. John J. Sullivan, C.S.Sp., Ph.D., Dr. Preveden.

Two units of High School Latin are prerequisite to major in this department. A unit is a class period of forty-five minutes, five days a week for a year. Twenty-four semester hours of Latin constitute the major of which 401-2 are necessary requirements.

101. Elementary Latin. "Cicero's Orations," ed. R. W. Tunstall; D. C. Heath Co. Intended for students entering college with a minimum of Latin. No credit to students majoring in Latin. Credit, *Three hours*. DR. PREVEDEN.

102. Elementary Latin. "Virgil's Aeneid," bks i-vi, ed. C. E. Bennett; Allyn & Bacon. In purpose and evaluation similar to 101. Credit, *Three hours*. Staff.

103. Sallust. *De Bello Jugurthino et Conjuratone Catilinae*, ed. Chase & Stuart; Hinds, Noble & Eldridge. In conjunction with this course there is also "Arnold's Latin Prose Composition" rev. G. G. Bradley; Longmans, Green & Co. Credit, *Three hours*. DR. PREVEDEN.

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104. Cicero. *Tusculanae Disputationes*, ed. H. C. Nutting; Allyn & Bacon. Composition: see 103. Credit, *Three hours*. DR. PREVEDEN.

201. Horace. *Q. Horatii Flacci Carminum*, bks. i-iv; ed. T. E. Page; Macmillan & Co. Composition: see 103. Credit, *Three hours*. DR. PREVEDEN.

204. Livy. *Ab Urbe Condita*, bks. i, xxi, xxii; ed. J. K. Lord; B. H. Sanborn Co. Composition: see 103. Credit, *Three hours*. DR. PREVEDEN.

301. Tacitus. *Annales*, bks. i-vi, ed. W. F. Allen; Ginn & Co. In conjunction with this course there is also "Latin Composition" by Gildersleeve and Lodge; D. C. Heath & Co. Credit, *Three hours*. DR. SULLIVAN.

302. Pliny. Selections from his letters; ed. J. H. Westcott; Allyn & Bacon. Composition: 301 continued. Credit, *Three hours*. DR. SULLIVAN.

401, 402. Latin Survey. "Latin for Use," an anthology of Latin thought through the ages; ed. L. B. Holsapple; F. S. Crofts & Co. Credit, *Six hours*. DR. SULLIVAN.

GREEK

101. Elementary Greek. White's "First Greek Book." Credit, *Three hours*. DR. PREVEDEN.

102. Xenophon. *Hellenica Selections*, ed. C. L. Brownson; American Book Co. Credit, *Three hours*. DR. PREVEDEN.

201. Homer. *Odyssey*, ed. Perrin & Seymour; Ginn & Co. Credit, *Three hours*. DR. SULLIVAN.

202. Sophocles. *Antigone*, ed. M. L. D'Ooge; Ginn & Co. Credit, *Three hours*. DR. SULLIVAN.

401, 402. New Testament Greek. *Novum Testamentum Graece*, ed. F. Brandscheid; Herder. Credit, *Three hours*. DR. SULLIVAN.

511, 512. Plato. *Apologia*, ed. W. Wagner; Allyn & Bacon: *Phaedo*, ed. H. Williamson; Macmillan & Co. Credit, *Four hours*. (Not given 1940-41.)

MODERN LANGUAGES

Rev. Wm. E. O'Donnell, C.S.Sp., *Chairman*, Department of Modern Languages. Prof. Maria G. Corriols, Prof. Dirks, Assoc. Prof. Monticone, Asst. Prof. Krolowna, Messrs. Joseph Corriols, Colombo.

Prerequisite. Lang. 101, 102; 201, 202 or equivalent.

Major: 24 Semester Hours, toward which the following *required* courses will apply: Modern Language 301, 302; 401, 402. Language majors should also elect courses from Groups I, III, and V.

FRENCH

101, 102 (1, 2). Elementary French. Pronunciation, reading, dictation, grammar, exercises, translation. Credit, *Six hours*. FR. O'DONNELL, DR. MONTICONE, MR. CORRIOLS.

201, 202 (3, 4). Intermediate French. Grammar, composition, translation. Credit, *Six hours*. FATHER O'DONNELL, DR. MONTICONE, MR. CORRIOLS.

301 (115). Advanced Conversation. For students who have a good knowledge of grammar and vocabulary. Credit, *Three hours*. FATHER O'DONNELL.

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302 (116). Studies in French Literature. This is a sequence of French 301. Mostly conversational, the subject-matter deals with literature. Each student chooses approved books in French, makes written reviews. Oral reports on books, their authors and background are given by student to class which in turn questions reporter. Given in French. Prerequisite: French 301 or equivalent. Credit, *Three hours*. FR. O'DONNELL.

401 (119). Moliere. Given in French. Credit, *Three hours*. FR. O'DONNELL.

402 (120). Victor Hugo. Given in French. Credit, *Three hours*. FR. O'DONNELL.

411, 412 (117, 118). Survey of French Literature. A rapid survey of the main movements in French literature. Introduction to the chief works of the outstanding literary lights of France from the fifteenth century to the present time. Credit, *Six hours*. DR. MONTICONE.

GERMAN

101, 102 (1, 2). Elementary German. Elementary phonetics as a guide to pronunciation. Grammar. Exercises and translation of simple prose. Credit, *Six hours*. DR. DIRKS.

201, 202 (3, 4). Intermediate German. Review of German grammar with supplementary translation, both written and oral. Reading of modern German prose. Credit, *Six hours*. DR. DIRKS.

301, 302 (115, 116). Advanced German. Chief emphasis on the reading of modern German prose writers, such as Keller, Storm, Heyse. German composition, oral practice, grammar, written work. Credit, *Six hours*. DR. DIRKS.

501, 502 (117, 118). Goethe's Faust. A study of the masterpiece conducted and read in English. The Faust legend in medieval German literature Marlowe's Doctor Faustus. The puppet play. German literary thought as reflected in Goethe's gradual development of his "Faust." Especial reference to the influence of Storm and Stress literature, the Classics and the Romantic Movements. Credit, *Six hours*. DR. DIRKS.

SPANISH

101, 102 (1, 2). Elementary Spanish. Pronunciation, reading, dictation, grammar exercises, translation — *Pequena Encyclopedia*. Credit, *Six hours*. DR. MONTICONE, PROF. CORRIOLS.

201, 202 (3, 4). Intermediate Spanish. Grammar continued. Translation, written and oral, easy composition, irregular verbs systematically studied; practice in understanding the spoken language. Exercises. Credit, *Six hours*. PROF. CORRIOLS.

301, 302. Advanced Spanish Conversation. Systematic and intensive drill in Spanish oral practice, discussion of assigned topics, oral reports and criticisms of books and essays. Credit, *Six hours*. PROF. CORRIOLS.

401, 402. Survey of Spanish Literature. Given in Spanish. A general survey of Spanish literature from the Spanish-Latin period to modern times. Lectures. Credit, *Four hours*. PROF. CORRIOLS.

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ITALIAN

101, 102 (1, 2). Elementary Italian. Pronunciation, reading, dictation, grammar, exercises, Beginners' Reader of short stories and poems. The main purpose of this course is to enable students to understand written and spoken Italian. Credit, *Six hours*. DR. COLOMBO.

201, 202 (3, 4). Intermediate Italian. Grammar, composition, readings from modern Italian literature. Credit, *Six hours*. DR. COLOMBO.

301, 302 (115, 116). Advanced Italian Conversation. Class discussions on assigned, current topics. Oral reports on special, individual assignments. Prerequisite: Italian 201, 202. Credit, *Six hours*. DR. COLOMBO.

401, 402. Dante. Detailed study of the "Divina Commedia." Credit, *Six hours*. DR. COLOMBO.

POLISH

101, 102 (1, 2). Elementary Polish. An introductory course for students with no previous knowledge of Polish. Practice in pronunciation through phonetic study and drill. Principles of grammar with practical exercises. Mastering of basic vocabulary and popular idioms. Credit, *Six hours*. DR. KROLOWNA.

201, 202 (3, 4). Intermediate Polish. Dictation and memorization. Reading of easy selections. Conversation. Credit, *Six hours*. DR. KROLOWNA.

301, 302 (115, 116). Advanced Polish. Oral and written compositions. Readings in Polish history with emphasis on the development of its culture and civilization. Credit, *Four hours*. DR. KROLOWNA.

PHILOSOPHY

Rev. James F. Carroll, C.S.Sp., M.A., S.T.D., *Head of Department*.
Rev. Francis Smith, C.S.Sp., Rev. Edward Smith, C.S.Sp., Rev. Julian Sigmar von Fersen.

Major: 24 Semester hours, exclusive of Philosophy 201, 202. General Departmental requirements are as follows: Philosophy 301, 302; 303; 401, 402; 403; 451. Majors in Philosophy and Psychology should also elect History 401, and at least one laboratory course in Psychology. The curriculum may be completed by electing courses from Groups I and III.

201, 202. Logic. Essentially a course in Criteriology, this introductory course is divided into three parts: (a) the nature of truth and certitude, (b) means of acquiring truth, (c) the ultimate criterion of truth and certitude. The aim of the course is to show how and why we can trust our senses, our mind, and human and divine authority in history, art, etc., to be infallible in giving us truth, of which finally, objective evidence is shown to be the ultimate criterion. Credit, *Four hours*. The Department.

301 (31). Logic and Epistemology.* This course aims to develop in the student the art of right thinking, as well as to acquaint him with the sources of error and the criteria of certitude. Credit, *Three hours*. FR. CARROLL.

302 (126). Rational Psychology. A treatment of the origin, nature, and destiny of the human soul; its powers and their activities. Credit, *Three hours*. FR. CARROLL.

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303 (124). Ontology.* The study of Being and its principles, causality and the categories of Being. Sound principles of the metaphysics of the Schools, calculated to offset modern vagaries, and to solve modern problems. Credit, *Three hours*. FR. CARROLL.

401 (61). General Ethics. The finality of human acts, the nature of morality, together with their intrinsic and extrinsic principles. Credit, *Two hours*. FR. CARROLL.

402 (62). Special Ethics. This course is an application of the general principles of ethics. It includes a treatment of man's duties to God, self, and fellowmen. Credit, *Two hours*. FR. CARROLL.

403 (145). Cosmology.* A course in the origin, nature and laws of the physical universe; its formal and final causes. Credit, *Three hours*. FR. LECHNER.

451 (167, 168). The History of Philosophy. This course describes the origin and development of philosophical schools and systems from the earliest times to the Golden Age of Scholasticism. Credit, *Two hours*. The Department.

529, 530. Survey of Modern Philosophy. A study of the main trends in philosophy from the time of Descartes to the present. Credit, *Six hours*.

* Given also in Latin.

RELIGION

Rev. Edward A. Malloy, C.S.Sp., *Head of Department*, Rev. Edward Smith, C.S.Sp., Rev. Francis Smith, C.S.Sp., Rev. Salvatore Federici, C.S.Sp., Rev. Louis A. Dietrich, C.S.Sp.

Major: Twenty-four semester hours, toward which the following *required* courses will apply: Religion 301, 302; 307, 308; 407, 408; 415, 416. Courses should also be elected from Groups I, III, and V.

101, 102. General Ethics. A course considering the fundamentals of human activities and the purpose of human life. Man's motives for action, and the applications of the natural law; the intuitive and reasoned conscience; habits, their origin and control. Credit, *Four hours*. The Department.

201, 202. Special Ethics. Man's relationships with his fellowman; family relationships and responsibilities; civic and group responsibilities. Credit, *Four hours*. Not offered 1940-41.

301, 302. Apologetics. Arguing from facts within ordinary experience this course proves: the existence of God, the spirituality of the human soul, the fact of revelation. Arguing from the facts above nature, *viz*; miracles and prophecies, it proves that Christ is God, that He established the church to teach and govern mankind in spiritual matters until the end of time. Required of all Catholic students. Credit, *Four hours*. The Department.

307. The Sacraments. The nature of the seven sacraments is studied. The history of their institution, but especially their proper administration and reception with their bearings on the daily life of the Christian. Marriage, Holy Orders, and special vocations are treated. Credit, *Two hours*.

308. The Liturgy of the Catholic Church. The sacrifice of the Mass as a liturgical act; meaning and purpose of all ceremonies, incense, holy water, and other sacramentals, processions, Church architecture and its liturgical bearing are all treated in this course. Credit, *Two hours*.

DUQUESNE UNIVERSITY

401, 402. Life Problems. Discussion of student's actual life problems. For Seniors only. Credit, *Two hours*. FR. O'DONNELL.

407, 408. Introduction to Holy Scripture. The purpose of this course is to lay the ground work for a study of the Bible. It treats of the authorship, inspiration, purpose, circumstances of the writing of each book of the Bible. Various manuscripts and versions, characteristics of Biblical language, Hebrew poetry, etc. The content of each book is sketched, the biography of the author noted. Liberal portions of both the Old and New Testament are read. Credit, *Four hours*.

415, 416. Catholic Doctrine. This course treats of the fundamental teachings of the Catholic church on a college level such matters as faith, creation, angels, incarnation, grace, the sacrifice of the mass. Required of all Catholic students. Credit, *Four hours*. The Department.

DIVISION OF MATHEMATICS AND THE PHYSICAL SCIENCES

John P. O'Carroll, M.A., *Chairman*.

MATHEMATICS

Prof. Cronin, Rev. Salvatore Federici, C.S.Sp., Mr. Kozora.

101 (15). Advanced Algebra. Quadratics, progressions, inequalities, logarithms, binomial theorem, ratio, proportion, variation, convergence of series. Partial fractions, determinants. Permutations and combinations. Theory of Equations. Credit, *Two hours*. DR. CRONIN, FR. FEDERICI, MR. KOZORA.

102 (22). Plane and Spherical Trigonometry. The definitions; their geometric basis; their relations. Solutions of right triangles; addition and subtraction of formulas. Extension of definitions. Trigonometric equations. Inverse functions. Solution of oblique triangles. Credit, *Two hours*. DR. CRONIN, FR. FEDERICI, MR. KOZORA.

107. Advanced Algebra. Quadratics, progressions, inequalities, logarithms, binomial theorem, ratio, proportion, variation, convergence of series. Partial fractions, determinants. Permutations and combinations. Theory of Equations. Credit, *Three hours*. MR. KOZORA.

201, 202 (25, 26). Analytic Geometry. The point, straight line, conic sections; systems of co-ordinates; transformation of co-ordinates; general equation of second degree; point, line and place in space. Credit, *Four hours*. DR. CRONIN, FR. FEDERICI.

203, 204 (14). Solid Geometry. Theories of space; axioms; lines and planes in space; prism; pyramid; sphere and related solids. Credit, *Four hours*. DR. CRONIN.

301, 302 (33, 34). Calculus. Principles and methods of differentiation; Taylor's theorem, tangents and asymptotes; maxima and minima; curve tracing. Integration; fundamental forms; methods of reduction; rectification of plane curves; surface and volume of solids. Credit, *Six hours*. DR. CRONIN, FR. FEDERICI.

401, 402 (243, 244). Analytic Mechanics. Central forces; potential; attraction of bodies; planetary motion; problem of two bodies, of three bodies. Credit, *Six hours*. DR. CRONIN, FR. FEDERICI.

BIOLOGY

Prof. Howe, *Head of Department*, Prof. Hance, Asst. Prof. Schubert, Mr. Starkey.

Major: 32 Semester hours, including Biology 101, 102; 201, 202. Majors in Biology should elect also Chemistry 101, 102; 201, 202, and Physics 201, 202, together with courses from Groups II and V.

N.B. **Pre-medical students* should plan to complete the following *minimum* requirements in science before applying for admission to medical school: Chemistry 101, 102; 201, 202; 204, 205; 301, 302; Physics 201, 202; Biology 101, 102; and either 201, 301, or 313. Two years of a modern foreign language should be elected from Group II.

101. Botany. A survey of the plant kingdom, consisting of a study of the general morphology and physiology of the higher plants followed by a study of the life cycles of representative plants from the different groups, Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HOWE.

102. Zoology. A general survey of the animal kingdom, including life processes, life histories, and evolution with a study of representative forms from the different groups. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HANCE.

107, 108. Principles of Biology. A cultural course for students designed to give an acquaintance with the subject as a whole. This course carries no credit if further work in Biology is taken. Recitations with lecture demonstrations. Credit, *Four hours*. DR. HANCE, MR. SCHUBERT.

***201. Vertebrate, Zoology.** This course covers the comparative anatomy, development, and phylogeny of the vertebrates. The laboratory work includes dissection of amphioxus, the dogfish, Necturus, and the cat. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. Prerequisite, Biology 102. DR. HANCE.

***202. General Plant Morphology.** A general course which covers the structure and life cycle of representative plants from the different groups. Prerequisite, Biology 101. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HANCE.

***301. Bacteriology.** Training is given in the preparation of culture media, and in the isolation, staining, and methods of studying the physiological characteristics of representative bacteria. Prerequisite: Biology 101 or 102. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HANCE.

313. Physiology. An elementary course in anatomy, physiology, and hygiene. Not intended for Biology majors. Credit, *Three hours*. MR. SCHUBERT.

***319, 320. Nature Study.** A study of plants and animals in their natural environment. There are lectures on classification and habitats, field trips; and laboratory work upon the preservation and identification of specimens collected. Prerequisites; Biology 101, 102. Lecture, 1 hour; laboratory and field trips, 3 hours. Credit, *Four hours*. DR. HANCE, MR. SCHUBERT.

***402. Embryology.** The early development of vertebrates, including fertilization, cleavage, origin of organ systems, and various phenomena connected with mammalian development. Laboratory work covers detailed study of the development of the chick. Prerequisite: Biology 204. Lectures, 3 hours; laboratory, 4 hours. Credit, *Four hours*. MR. SCHUBERT.

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501, 502. Micrology and Histology. A course covering the collection and preservation of biological specimens and the preparation of sections of such material for microscopic study. Some knowledge is gained of the types of cells and tissues found in different plant parts. Prerequisite: Biology 101. Class, 1 hour; laboratory, 6 hours. Credit, *Four hours*. DR. HOWE.

***521. Genetics.** A study of inheritance in typical plants and animals. Lecture, 1 hour; laboratory, 3 hours. Credit, *Two hours*. Prerequisite: Biology 202 or 204. DR. HANCE.

***507, 508. Bacteriology and Immunology.** A study of typical pathogenic bacteria, including reactions of the host resulting in immunity. Prerequisite: Biology 201. Lecture, 3 hours; laboratory, 4 hours. Credit, *Eight hours*. DR. HANCE.

GEOLOGY

Mr. Burke

201, 202. Introduction to Paleontology. A cultural course, designed to give the student a first hand acquaintance with the science of ancient life. A series of lectures, field trips, and visits to Museum laboratories and galleries. Credit, *Four hours*. MR. BURKE.

301. Physical Geology. An introduction to geology, including a survey of physiography, structural geology, agencies and processes modifying the earth's surface, and rocks and rock minerals. Class, 2 hours; laboratory, 3 hours. Credit, *Three hours*. MR. BURKE.

302. Historical Geology. A study of the geological periods in successive order, with stress on paleontology, paleogeography, stratigraphy, and economic geology. Class, 2 hours; laboratory, 3 hours. Credit, *Three hours*. MR. BURKE.

CHEMISTRY

Prof. O'Carroll, *Head of Department*, Asst. Prof. Matejczyk, Asst. Prof. Dunkleberger, Mr. Kelley.

Major: 32 Semester hours, including Chemistry 101, 102; 201, 202. Majors in Chemistry should elect also Biology 101, 102; Physics 201, 202; Mathematics 101, 102; 201, 202; together with courses from Groups II, III, and V.

101, 102 (1, 2). Inorganic Chemistry. A general college course dealing with the fundamental laws and theories of inorganic chemistry. Non-metallic elements and their compounds; metals and their compounds; industrial processes; modern chemical theories. Class 4 hours; laboratory, 4 hours. Credit, *Eight hours*. DR. DUNKELBERGER, MR. MATEJCZYK.

201, 202 (11, 12). Organic Chemistry. A course in general organic chemistry dealing with fundamental theories and with the aliphatic hydrocarbons and their derivatives. Compounds representing the important types are prepared in the laboratory. The aromatic hydrocarbons and their derivatives, terpenes, alkaloids, proteins and many compounds of medical importance are studied. Prerequisite: Chemistry 102. Class, 3 hours; laboratory, 4 hours. Credit, *Eight hours*. MR. O'CARROLL.

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204, 205 (4). Qualitative Analysis. An introductory course in chemical analysis dealing with the properties and reactions of the common elements and the common organic and inorganic acids. The qualitative analysis of a number of solutions and solids is carried out. Prerequisite: Chemistry 102. Class, 2 hours; laboratory, 6 hours. Credit, *Eight hours*. MR. O'CARROLL.

207, 208 (9, 10). Principles of Chemistry. A course for the college student desiring some acquaintance with the subject as a whole, who does not intend to take any other chemistry course. Recitations with lecture demonstrations. Credit, *Six hours*. MR. MATEJCZYK.

301 (5). Quantitative Analysis. A course in gravimetric and volumetric processes. The use of the analytic balance; stoichiometry; common gravimetric determinations; the preparation and standardization of volumetric solutions; assays involving neutralization, precipitation, oxidation and reduction. Prerequisite: Chemistry, 204, 205. Class, 2 hours; laboratory, 9 hours. Credit, *Five hours*. MR. MATEJCZYK.

302 (118). Physiological Chemistry. A study of the chemical properties of fats, carbohydrates, proteins, enzymes, ferment action, digestive processes, nutrition and other physiological phases of chemical application. Prerequisite: Chemistry 201, 202. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. Alternates with Chemistry, 304. MR. O'CARROLL.

307, 308. Physical Chemistry. For pre-medical students. An elementary course in those parts of physical chemistry which have found important applications in the biological sciences and underlying medical practice. The course is of distinct value to any student majoring in botany, zoology or bacteriology. Prerequisite: Chemistry 301, 201, 202. Class, 2 hours. Credit, *Four hours*. DR. DAVIS.

304 (21). Technical Metallurgical Analysis. A course dealing with the quantitative analysis of industrial materials. Prerequisite: Chemistry, 301. Class, 2 hours; laboratory, 6 hours. Credit, *Four hours*. Alternates with Chemistry, 302. MR. MATEJCZYK.

401, 402 (111, 112). Physical Chemistry. An elementary course covering the fundamental principles, laws and theories of chemistry. The subject matter includes a study of the properties of the different states of matter, chemical equilibria, colloids, thermochemistry and photochemistry. Prerequisite: Physics, 201, 202 and Chemistry, 301, 201, 202. Calculus is desirable. Class, 3 hours; laboratory, 4 hours. Credit, *Eight hours*. DR. ROSENBERG.

PHYSICS

Assoc. Prof. Davis, Dr. Rosenberg, Mr. Kozora.

201, 202 (1, 2). General Physics. A general course designed for students who are taking physics as part of a general course in arts and sciences; for those who wish to satisfy pre-medical requirements and for those who wish to teach high school physics. The subjects covered are: mechanics, properties of matter, heat, wave motion and sound. Prerequisite: Mathematics 107, 108. Class, 4 hours; laboratory, 3 hours. Credit, *Eight hours*. MR. KOZORA.

207, 208 (13, 14). Principles of Physics. A cultural course suited to the needs of the college student. This will not take the place of Physics 201, 202 as a requirement for further physics courses. Recitations with lecture demonstrations. Class, 3 hours. Credit, *Six hours*. MR. KOZORA.

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409 (9). Electricity and Magnetism. A theoretical and laboratory course in the study of the fundamental principles of electricity and magnetism. The laboratory work covers the important methods of measuring magnetic and electrical quantities. Prerequisite: Physics 201, 202. Mathematics 301, 302. Class, 3 hours; laboratory, 3 hours. Credit, *Four hours*. DR. DAVIS.

420 (120). Biophysics. Application of the principles of physics to biological phenomena. The following topics are representative of those considered: conditions affecting organic life as a whole; heat production and transfer in the living organism; absorption and use of radiant energy; muscular and nervous activity; efficiency; life processes involving ionization, diffusion, osmosis and other electrical and molecular phenomena; physical laws of seeing, hearing, the vocal production of sound. Credit, *Three hours*. DR. DAVIS.

541. Selected Topics in Physics. Topics of particular interest and importance in chemistry, such as the following: kinetic theory of gases and liquids; quantum theory; chemical effects of radiations; absorption spectrophotometry; surface tension and surface energy; physical methods of separation of substances; use of various measuring instruments. While the topics are chosen with the interests of the chemist in mind, they are of no less interest to the student of physics. Lecture and recitation. Credit, *Three hours*. DR. DAVIS.

DIVISION OF THE SOCIAL SCIENCES

Prof. C. Gerald Brophy, M.A., LL.B., *Chairman** Professor Kelley, Dr. Spiegel, Mr. Farley, Mr. Schulte, Mr. McGowan.

Major: 24 Semester hours, exclusive of Social Studies 101, 102; 201, 202. Students majoring in Social Studies should also elect courses from Groups I and IV.

SOCIAL STUDIES

101, 102. Social Science I. Is a study in the fundamental concepts and basic principles of man's social relationships. It is intended to give the student the general over-view of the Social Studies field necessary to form a judgment in social questions. Credit, *Six hours*. The Department.

201, 202. Social Science II. A critical study of social conditions historically and institutionally. It is predominately narrative and descriptive, and is the sequential course to Social Studies 101, 102. It is intended to give the student the specific facts necessary to form a judgment in social questions, and to train him in the practice of making such judgments on a rational rather than a sentimental basis. Credit, *Six hours*. The Department.

SOCIOLOGY

101, 102 (11, 12). Principles of Sociology. This course is intended to meet the needs of two groups of students. For the student who may take no other course in Sociology it furnishes cultural knowledge of facts and theories. For those who intend to specialize in social work or in the social sciences it provides the necessary introduction to social institutions and problems. Credit, *Four hours*. MR. MCGOWAN, MR. SCHULTE.

*Leave of absence, 1940-41.

COLLEGE OF LIBERAL ARTS AND SCIENCES

201, 202 (21, 22). Practical Sociology. This course treats of the practical application of social principles. The problem of the family, the immigrant, race friction, and delinquency are studied. The student is introduced to the various social agencies that have been set up to meet these problems, and has a glimpse of their organization and administration from the viewpoint of the social worker. Prerequisite: Sociology 101, 102. Credit, *Four hours*. MR. MCGOWAN.

307, 308 (26). Crime and Society. Crime as a social phenomenon; criminals and criminal psychology; environment; society as a contributing cause of crime; responsibility; retribution; protections. Prerequisite: Sociology 101, 102. Credit, *Two hours*. MR. MCGOWAN.

407, 408 (31, 32). History of Social Thought. This course is intended to lead the student to a full appreciation of the present scope of social work. Through a critical study of the theories of social welfare that have been advanced in the past, the course seeks to develop in the student a sound philosophy of social work. Prerequisite: Sociology 101, 102. Credit, *Four hours*. MR. SCHULTE.

POLITICAL SCIENCE

201 (1). American Government—Federal. Colonial and Revolutionary sources: Federal Constitution, origin of parties, party organization, election, actual working of Federal and State governments, with special consideration of the Inter-State Commerce Commission, Federal Trade Commission and the Federal Reserve Board. Lectures, library readings, and recitations. Credit, *Three hours*. MR. KELLEY, MR. BROPHY.

202 (2). State and Local Government. Embraces a study of the position of the State in the Federal Union; popular control in state and local government; state and local politics; the state legislature, the state judiciary, the governor, and local rural government. Credit, *Three hours*. MR. KELLEY, MR. BROPHY.

301 (121). Municipal Government. The different methods of city government, including the commission and city manager systems and problems incident to city administration in America and Europe. Lectures, recitations and collateral reading. Credit, *Three hours*. MR. KELLEY.

302 (122). Comparative Government. A study of the various governments of the nations of the world, showing their similarities and differences. Lectures, recitations, and collateral reading. Prerequisite: Political Science 201. Credit, *Three hours*. MR. KELLEY.

401, 402 (5, 6). Principles and Problems of Government. An examination of the principles and problems of government, including a consideration of the origin and development of government and the chief political theories, the problems of public control of government organization and selected functions. Lectures, recitations. Credit, *Four hours*. MR. KELLEY.

503 (115). International Relations. Foreign policies and relations of nations with particular emphasis on nationalism and internationalism. Lectures, recitations. Credit, *Three hours*. MR. KELLEY.

ECONOMICS

211, 212. Principles of Economics. A study of the fundamental concepts, institutions, and principles of economics as they appear in the production, consumption, and distribution of wealth. Application of the principles of economics to every day problems of modern life. Credit, *Eight hours*. PROFS. SPIEGEL AND FARLEY.

213, 214. Principles of Economics. A course similar in scope to Economics 211, 212, but briefer in content. Intended for students majoring in schools other than Business Administration. Credit, *Four hours*. MR. FARLEY.

***217, 218. Labor Economics.** A study of the workers as human personalities, of social unrest, employment, its stabilization, wages, working conditions, living standards, social insurance, and the modern labor movement and its objectives. Prerequisite: Econ. 211, 212. Credit, *Four hours*. DR. SPIEGEL.

***319, 320. Public Finance.** A study of the principles and practices relating to governmental taxing, borrowing and spending. A comparison between public, corporate, and private finance will be made. Prerequisite: Econ. 211, 212. Credit, *Four hours*. DR. SPIEGEL.

505, 506. History of Economic Thought. Chronologically and topically developed alternately, this course will present the history of economic ideas and systems from the earliest times to the present. Giving as much time and attention as circumstances allow to the development of economic thought in ancient and medieval times, the course will proceed with the ideas of Adam Smith and the classical school, the early socialists, the economic optimists, the Austrian economists, the neo-classical school, and more recent developments, finally. Prerequisite: Econ. 211, 212. Credit, *Four hours*. MR. FARLEY.

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars
to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 3

SCHOOL OF
BUSINESS ADMINISTRATION
1940 - 1941



DUQUESNE UNIVERSITY
PITTSBURGH, PA.

VOLUME XXVIII

JULY, 1940

NUMBER 3

DUQUESNE UNIVERSITY

OFFICERS OF ADMINISTRATION

THE UNIVERSITY

VERY REV. RAYMOND V. KIRK, C.S.Sp., Ph.D.....	<i>President</i>
REV. JOHN J. SULLIVAN, C.S.Sp., Ph.D.....	<i>Vice President</i>
REV. JOHN J. MANNING, C.S.Sp., M.A.....	<i>Secretary and Dean of Men</i>
REV. EDWARD J. RECKTENWALD, C.S.Sp., B.A.....	<i>Treasurer</i>
REV. EDWARD A. MALLOY, C.S.Sp., M.A.....	<i>Director of Summer Session</i>
HUGH T. DUFFY, B.S. in Ec.....	<i>University Registrar</i>
MARIA GERTRUDE BLANCHARD, B.A.....	<i>University Librarian</i>
KATHRYN B. REDMAN, D.Ed.....	<i>Dean of Women</i>
KATHRYN H. BURKART, B.S. in Ed.....	<i>Assistant Dean of Women</i>
WILLIAM J. JONES, B.S., Lt. Col., U.S.A.	
	<i>Director of Military Science and Tactics</i>
LEO O'DONNELL, M.D.....	<i>Director of Student Health</i>
W. JOHN DAVIS, B.A., LL.B.....	<i>Director of Publicity</i>
ALDO T. DONELLI, M.B.A.....	<i>Director of Athletics</i>

SCHOOL OF BUSINESS ADMINISTRATION

ALBERT BAYARD WRIGHT, A.M., D.C.S.	
	<i>Dean, School of Business Administration</i>
JOSEPH V. McCULLOUGH, B.S. in Ec., M.B.A.	
	<i>Director, Bureau of Recommendations</i>
MARY C. McCLINTON, B.S. in B.A.....	<i>Executive Secretary</i>
MAE L. MORAN.....	<i>Office Manager</i>
MARGUERITE PAVONE.....	<i>Secretary, Day Division</i>
ELIZABETH M. DOCHERTY.....	<i>Secretary</i>

FACULTY

J. T. ALTON.....	<i>Instructor in Accounting</i>
C.P.A., Pennsylvania, 1924	
Senior Accountant, Main & Company	
HARRY AUGUST.....	<i>Lecturer in Newswriting</i>
News Editor, The Pittsburgh Press	
GUY BATTLES*.....	<i>Lecturer in Secretarial Procedure</i>
President, Rieger's Mailing Service	
HARRY O. BOORD.....	<i>Instructor in Accounting</i>
B.S., University of Pittsburgh, 1924; M.S., Washington & Jefferson College, 1927; Ph.D., University of Pittsburgh, 1936	
C.P.A., Pennsylvania, 1925	
Industrial Engineer, Hazel-Atlas Glass Company	
ALDO T. DONELLI.....	<i>Instructor in Business Administration</i>
B.S. in Ec., Duquesne University, 1930; M.B.A., Ibidem, 1931	
OWEN J. DWYER.....	<i>Instructor in Commerce</i>
B.S. in Ec., Duquesne University, 1926	
Sales Representative, Pittsburgh Coal Company	

*Resigned, November, 1939

SCHOOL OF BUSINESS ADMINISTRATION

- FRANK T. EBBERTS.....*Assistant Professor of Business Law*
 B.S. in Ec., Duquesne University, 1925; LL.B., Ibidem, 1927
 Attorney-at-Law
- PERCY O. EITEL.....*Instructor in Finance*
 Credit Representative, Carnegie-Illinois Steel Corporation
- HOWARD EULENSTEIN.....*Instructor in Business Law*
 LL.B., Duquesne University, 1933
 Attorney-at-Law
- J. PAUL FARRELL.....*Instructor in Business Law*
 B.S. in Ec., Duquesne University, 1927; LL.B., Ibidem, 1929
 Attorney-at-Law
- FLOYD A. FERGUSON.....*Lecturer in Finance*
 Supervisor of Collections
 Westinghouse Electric & Manufacturing Company
- JAMES FULLERTON.....*Lecturer in Management*
 A.B., University of Pittsburgh, 1923
 LL.B., Duquesne University, 1928
 Attorney-at-Law
- THOMAS F. GARRAHAN.....*Instructor in Business Law*
 LL.B., Duquesne University, 1914
 Member of law firm, McIntosh and Garrahan
- GEORGE M. GEIBEL.....*Instructor in Accounting*
 B.S. in Ec., Duquesne University, 1931
 Auditor, Motor Accounting Department
 General Motors Corporation
- JOSEPH P. GORHAM.....*Instructor in Accounting*
 B.S. in Ec., Duquesne University, 1928
 M.B.A., Pennsylvania, 1931
 Member of staff, Peat-Marwick-Mitchell & Company, Accountants
- BENJAMIN E. GRANT.....*Assistant Professor of Commerce*
 A.B., King College, 1912; A.M., University of Virginia, 1920
- JOSEPH H. GREENBERG.....*Instructor in Commerce*
 Ph.G., University of Pittsburgh, 1913
 B.S. in Ec., Duquesne University, 1930
- WILLIAM P. HENNING.....*Instructor in Accounting*
 B.S. in Ec., Duquesne University, 1919
 Commercial Teacher, Allegheny High School
- C. E. HILBORN.....*Instructor in Business Administration*
 A.B., Allegheny College, 1911
 A.M., University of West Virginia, 1917
- AGNES C. HUGHES.....*Instructor in Accounting*
 B.S. in B.A., Duquesne University, 1938
 Accounting Department, Bessemer and Lake Erie Railroad

DUQUESNE UNIVERSITY

- ANDREW G. IRWIN.....*Lecturer in Merchandise Display*
Supervisor, Sales Promotion, Equitable Sales Company
- EARL L. KNIGHT.....*Assistant Professor of Finance*
B.S. in Commerce, Temple University, 1923
A.M., Ohio State University, 1932
Formerly, Instructor in Business Administration, Clarkson College
of Technology
- WILLIAM H. LACEY.....*Instructor in Business Law*
A.B., University of Pittsburgh, 1904; LL.B., Ibidem, 1907
Attorney-at-Law
- ALBERT A. LOGAN.....*Instructor in Accounting*
B.S. in Ec., Duquesne University, 1935; LL.B., Ibidem, 1939
C.P.A., Pennsylvania, 1934
Certified Public Accountant
- HARRY B. MCCLELLAN.....*Instructor in Accounting*
B.S. in Ec., Duquesne University, 1924
Member of Accounting firm, McClellan & Weeber
- JOSEPH V. MCCULLOUGH.....*Assistant Professor of Business Administration*
B.S. in Ec., Duquesne University, 1929; M.B.A., Ibidem, 1931
Director, Bureau of Recommendations, Duquesne University
- JAMES F. McDUNN.....*Instructor in Accounting*
B.S. in Ec., Duquesne University, 1928
C.P.A., Pennsylvania, 1935
- GEORGE MCILVEEN.....*Instructor in Business Administration*
B.S. in M.E., Massachusetts Institute of Technology, 1924
M.B.A., New York University, 1929
Assistant Manager, Park Works, Crucible Steel Company
- LOUIS MAGEE.....*Lecturer in Traffic*
Traffic Manager, Keystone Traffic Bureau
- ROBERT N. MILLER.....*Instructor in Accounting*
B.C.S., Duquesne University, 1918; C.P.A., Pennsylvania, 1920
Senior Accountant, Sheppard & Company
- JOHN T. MORRIS.....*Professor of Commerce*
A.B., Washington and Jefferson College, 1900
A.M., Columbia University, 1926; Ph.D., Ibidem, 1929
- ARTHUR L. RATHAWK.....*Professor of Business Administration,*
Director, Research Division
A.B., Regis College, 1925; A.M., Catholic University, 1927
Ph.D., Ibidem, 1932
Formerly, Economist and Analyst, U. S. Department of Labor
- GEORGE RUSCHHAUPT.....*Instructor in Business Administration*
B.S. in Ec., Duquesne University, 1933
Bell Telephone Company
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SCHOOL OF BUSINESS ADMINISTRATION

- WILFRED D. RUSH..... *Professor of Accounting*
B.C.S., Duquesne University, 1918; C.P.A., Pennsylvania, 1921
Member of firm, Rush and McGonigle, Certified Public Accountants
- ALBERT L. SCHNEIDER..... *Professor of Accounting*
C.P.A., Pennsylvania, 1922
Certified Public Accountant
- EDWARD A. SCHNEIDER..... *Instructor in Accounting*
C.P.A., Pennsylvania, 1923
Government Research Consultant, Pennsylvania Economy League
- H. LESTER STRAUSS..... *Instructor in Commerce*
B.S., University of Pittsburgh, 1930
Personnel Director, Frank & Seder
- GORDON B. STRONG..... *Professor of Business Economics*
Chairman, Comprehensive Examination Committee
Ph.B., University of Chicago, 1927; A.M., Ibidem, 1928
Ph.D., Ibidem, 1932
Formerly, Assistant Manager in charge of credits
Morrison Hotel, Chicago
- D. A. SULLIVAN..... *Lecturer in Advertising*
Promotion Manager, The Pittsburgh Press
- STEPHEN A. SUTTON..... *Instructor in Finance*
A.B., Harvard University, 1929
Assistant Trust Officer, Colonial Trust Company
- LUKE SWANK..... *Lecturer in Commercial Photography*
B.S., Penn State, 1911
- GEORGE V. TCHIRKOW..... *Associate Professor of Commerce*
A.M., College of Oriental Languages at Moscow, 1901
M.Int.L., Moscow, 1902; D.Int.L., Consular Academy of the
Foreign Office of Russia, 1905
- ALBERT BAYARD WRIGHT..... *Dean, School of Business Administration*
Professor of Business Administration
B.S., Illinois Wesleyan University, 1907; A.M., Ibidem, 1910
A.M., University of Illinois, 1914
D.C.S., Duquesne University, 1927

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music.

Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. There is a department of commercial education. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are conducted in the college of liberal arts and sciences, and the schools of law, business administration, education, music, nursing, and the graduate school. The student body numbers nearly 3500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a music building, a library, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the school of business administration, the college of liberal arts and sciences, the school of education, the school of nursing, the school of law, and the law library.

All buildings are well equipped for the special purposes to which they are put.

SCHOOL OF BUSINESS ADMINISTRATION

HISTORY AND PURPOSE

Courses in Business Administration were established by the University in 1913 under the name, School of Accounts, Finance, and Commerce. The rapid growth of the school necessitated a constant broadening of the curriculum until it covered all the business subjects of fundamental importance. In 1931, the school assumed its present name and with this change became definitely a professional school of business administration offering the same curriculum in full in both day and evening divisions leading to the degree, Bachelor of Science in Business Administration.

The course in business administration is a professional course for properly qualified students, men and women, who have chosen as a life work one of the major activities of business.

Through a grouping of cultural and business subjects, it is the aim of the course to afford to the college student a knowledge of the cultural values and social relationships of modern society followed by training in fundamental business facts, principles, and methods. To persons already engaged in business the course presents an opportunity to obtain a deeper insight into the problems of their respective vocations as well as a broader knowledge of allied fields of business activity. A special object also is to lay a sound foundation for the state examination for the certificate of certified public accountant.

Business administration is concerned with problems of organizing and operating the business enterprise. The solution of these problems calls for a working acquaintance with the tools of business control and for a knowledge of organized business activity in its interrelated functional aspects. The course in business administration is organized in harmony with this conception. The curriculum is designed to enable the student to attain progressively the following objectives:

1. Effective command of the English language.
2. Understanding of the fundamental social relationships.
3. Mastery of the science and art of thought as applied in the analysis and solution of business problems.
4. A working knowledge of the fundamental principles of business organization, methods, and interrelations.
5. Effective use of business technique in the interpretation of business facts.

The problem method of instruction is used in the professional business courses to assist the student in accurate analysis and the formation of reliable business judgment.

Instruction in the Day Division is limited to the degree curriculum. In the Evening Division, in addition to the degree course, special study programs are provided for those who have special aims or objectives. The Evening Division offers courses designed to benefit the following groups:

1. Young men and women who are interested in securing the basic and specialized business training which will enable them to make the most effective use of their abilities in the career which they have chosen.
2. Men and women who wish to prepare themselves by study and training for work in a new business field.
3. Those who desire additional training in one or more subjects in order to meet the professional requirements demanded of them.
4. Men and women who wish to develop and cultivate interests, professional or cultural, outside their own immediate fields of business activity.
5. College graduates who are interested in acquiring training in specialized business subjects not included in their undergraduate work or who wish to review and continue their study of advanced subjects in their special fields.
6. Business executives who are interested in advanced problem and discussion courses offered in the various business fields.
7. Those who wish to prepare for the profession of accounting and aspire through the study of accounting courses to qualify for certification by the Commonwealth of Pennsylvania as Certified Public Accountants.

DEGREE GRANTED

The School of Business Administration grants one degree only, that of Bachelor of Science in Business Administration. This degree may be awarded to those who satisfy the entrance requirements and complete successfully the degree program of the school. As a preliminary requirement candidates must complete satisfactorily the curriculum requirements as outlined herein. The final and determining requirement is, that, at the end of the Senior year candidates must pass successfully two comprehensive examinations, one in business administration, the other in English. Recommendation by the Dean and faculty for the award of the degree is based on the result of the comprehensive examinations, not upon the completion of course requirements.

COMPREHENSIVE EXAMINATION PLAN

The educational program of the School of Business Administration is distinctly professional in character. The school undertakes to impart to its students an accurate understanding of the elements of business management. Responsibility is also accepted for preparation for work in certain specialized lines: accounting, statistics, advertising, market analysis, and secretarial service. The primary aim of the school is to aid the student in developing qualities of character and intellect such as will enable him to start his apprenticeship in business with a reasonable prospect of future advancement to management responsibility.

Instruction in the school extends beyond the scope of the course program of the curriculum. Members of the faculty are chosen on the basis of practical business experience as well as that of academic education. Through current business contacts and associations they contribute knowledge of actual current business procedure. Visits to business establishments are made by student groups when appropriate. Lectures by prominent business men are given before the entire student body and in certain classes. Demonstrations of certain skills and techniques are made before student groups by specialists. Students are aided and encouraged by faculty members in the investigation of business problems lying outside the range of the formal business courses.

The measurement of the student's intellectual progress and mastery of his professional field of study require a special method of testing. The correlation of course work with knowledge gleaned from practical contacts, the coordination of the various fields of business study, the methods of discovering basic principles of management and the special techniques involved in the solution of business problems must be given consideration. The school has, therefore, adopted the comprehensive examination plan for measuring the student's advancement. General examinations are given at appropriate intervals to determine the adequacy of the student's preliminary education, his comprehension of the major business fields, his knowledge of the interrelations between business activities and his mastery of his chosen field of concentration. Recommendation for graduation is based upon the outcome of the comprehensive examinations. To aid students to prepare for the comprehensive examinations, weekly group conferences are held throughout the year for members of the Junior and Senior classes.

DUQUESNE UNIVERSITY

CURRICULUM

The following program is required for students admitted in the academic year 1940-1941 and thereafter, as candidates for the degree, Bachelor of Science in Business Administration:

FRESHMAN COURSES

			Credit Hours	
			First Semester	Second Semester
Eng.	101, 102	English Composition.....	4	4
		Freshman Orientation.....	2	2
Soc. St.	101, 102	Social Studies I.....	3	3
Rel.	101, 102	General Ethics.....	2	2
Com.	101, 102	Economic Geography.....	3	3
Mgt.	115, 116	Business Mathematics.....	2	2
		Physical Education or Military Science.....	1	1
			17	17

SOPHOMORE

Eng.	201, 202	Philosophy of Literature.....	4	4
Soc. St.	201, 202	Social Studies II.....	3	3
Phil.	201, 202	Logical Thinking.....	2	2
Rel.	201, 202	Special Ethics.....	2	2
Acct.	201, 202	Introductory Accounting.....	3	3
Mgt.	201, 202	Modern Industrial Organization...	2	2
		Physical Education or Military Science.....	1	1
			17	17

JUNIOR

Acct.	303, 304	Principles of Accounting.....	3	3
B. L.	301, 302	Introductory Business Law.....	3	3
B. E.	301, 302	Business Economics.....	4	..
Fin.	313, 314	Corporation Finance.....	..	4
Com.	303, 304	Principles of Marketing.....	2	2
Fin.	311, 312	Principles of Money and Banking..	2	2
Mgt.	351, 352	Business Statistics.....	2	2
			16	16

SENIOR

Mgt.	501, 502	Business Policy.....	2	2
		*Electives.....	14	14
			16	16

*Seniors will choose their electives in one of several concentration groups available. The choice of courses for each concentration group is flexible, depending partly upon the student's choice of a future career and partly upon

SCHOOL OF BUSINESS ADMINISTRATION

individual preference as to subjects for study and investigation. Concentration groups are offered by the school in the following fields: accounting, management, commerce, finance, and secretarial work. The selection of the Senior concentration group must be made not later than the second semester of the Junior year.

Courses available for senior electives for the various concentration groups are as follows:

ACCOUNTING			Credits
Acct.	407, 408	Accounting Systems.....	4
Acct.	409, 410	Cost Accounting.....	6
Acct.	411, 412	Auditing.....	6
Acct.	415, 416	Managerial Accounting.....	4
Acct.	501, 502	Income Tax Accounting.....	4
B. L.	403, 404	Advanced Business Law.....	4

MANAGEMENT

A. Commercial

Mgt.	405, 406	Personnel Management.....	4
Mgt.	409, 410	Office Management.....	4
Mgt.	503, 504	Scientific Management.....	4
Acct.	415, 416	Managerial Accounting.....	4
Com.	421, 422	Principles of Salesmanship.....	4
Com.	425, 426	Retail Store Management.....	4
Com.	511, 512	Market Analysis.....	4
Fin.	415, 416	Credit Management.....	4
B. L.	403, 404	Advanced Business Law.....	4

B. Industrial

Mgt.	405, 406	Personnel Management.....	4
Mgt.	407, 408	Production Management.....	4
Mgt.	503, 504	Scientific Management.....	4
Mgt.	507, 508	Advanced Business Statistics.....	4
Acct.	409, 410	Cost Accounting.....	4
Acct.	415, 416	Managerial Accounting.....	4
Com.	413, 414	Traffic Management.....	4
Fin.	415, 416	Credit Management.....	4
B. L.	403, 404	Advanced Business Law.....	4

COMMERCE

Com.	323, 324	Business Communication.....	4
Com.	411, 412	Transportation.....	4
Com.	413, 414	Traffic Management.....	4
Com.	415, 416	Marketing Problems.....	4
Com.	421, 422	Principles of Salesmanship.....	4
Com.	425, 426	Retail Store Management.....	4
Com.	511, 512	Market Analysis.....	4
Adv.	317, 318	Principles of Advertising.....	4
B. E.	501, 502	World Resources and Industries.....	4
Mgt.	461, 462	Business Psychology.....	4

DUQUESNE UNIVERSITY

FINANCE

			Credits
Fin.	415, 416	Credit Management.....	4
Fin.	417, 418	Investment Analysis.....	4
Fin.	419, 420	Stock Markets.....	4
Fin.	501, 502	Industrial Combinations.....	4
Fin.	503	The Money Market.....	2
Fin.	505, 506	Current Banking Problems.....	4
Fin.	507, 508	Problems in Corporation Finance.....	4
Mgt.	507, 508	Advanced Business Statistics.....	4
B. E.	503, 504	International Economic Policy.....	4
B. L.	403, 404	Advanced Business Law.....	4
B. L.	405, 406	Real Estate Law.....	4
Acct.	407, 408	Accounting Systems.....	4
Acct.	409, 410	Cost Accounting.....	4
Acct.	411, 412	Auditing.....	4
Acct.	501, 502	Income Tax Accounting.....	4

SECRETARIAL WORK

S. S.	301, 302	Secretarial Procedure.....	4
Mgt.	409, 410	Office Management.....	4
Mgt.	461, 462	Business Psychology.....	4
Com.Ed.	223, 224	Advanced Shorthand Theory.....	4
Com.Ed.	225, 226	Advanced Typewriting Theory.....	4
Com.Ed.	356	Secretarial Office Practice.....	3
Com.	421, 422	Principles of Salesmanship.....	4
B. L.	403, 404	Advanced Business Law.....	4

REGULATION OF CURRICULAR ACTIVITIES

ADMISSION

Applicants for admission to the School of Business Administration who ranked below the third quintile of their respective graduating classes, will be required, as a condition of admission, to pass successfully social science aptitude and business aptitude tests as determined by the Committee on Admissions.

Those who ranked below the fourth quintile of their respective graduating classes are not encouraged to make application for admission.

SCHOOL OF BUSINESS ADMINISTRATION

Entrance Requirements are stated in High School Units. A High School Unit represents a year's study in an approved standard secondary school, so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation period shall aggregate approximately not less than 120 sixty-minute hours.

SCHOOL OF BUSINESS ADMINISTRATION

The entrance requirements to the School of Business Administration are:

For admission as candidates for the degree, Bachelor of Science in Business Administration:

Required Courses

English	4
History	2
Science	1
Mathematics	1
Electives.....	7

Total units required for admission 15

Candidates are strongly advised to offer two units in a foreign language.

As elective subjects the following are acceptable: Foreign Language, History, Science, Mathematics, Music, and Commercial Subjects.

(1) **Regular Students** are those carrying a schedule of courses each semester, which will enable them to qualify for the degree in four years.

(A) Graduates of accredited high schools will be admitted to the freshman class upon proper certification of their records by the Principal. The record must show a definite recommendation by the Principal of the applicant's fitness to pursue college work. An applicant who is not so recommended must take the entrance examinations given by the university.

Regular students are admitted as follows:

First: (a) Those who satisfy the entrance requirements and are favorably recommended for college work by the Principal will be admitted unconditionally.

(b) Those who satisfy the entrance requirements but are not favorably recommended for college work by the Principal will be admitted only by passing the entrance examinations.

Second: (a) Those who do not satisfy the entrance requirements but are favorably recommended for college work by the Principal may be admitted on condition.

(b) Those who do not satisfy the entrance requirements and are not favorably recommended by the Principal for college work may be admitted on condition provided they pass the entrance examinations. Two Carnegie Units are the maximum allowed for admission on condition.

Removing Entrance Conditions: Entrance conditions may be removed as follows:

First: The student may complete the required work in an accredited day or evening high school.

Second: The student may successfully pass examinations given by the Department of Public Instruction, Harrisburg, Pa.

(B) **Transfer Students:** Students of approved colleges and universities will be admitted to advanced standing if their credentials so warrant. They must be in good standing and eligible to continue their studies at the institution previously attended, and have been granted an honorable dismissal. A general average of C is required of an applicant wishing to transfer. No credit shall be allowed in any subject with a grade lower than C.

Advanced standing is conditional until the student completes a minimum of one semester's work (15 semester hours). If the work proves unsatisfactory the student will be requested to withdraw.

(2) **Part Time Students:** Students carrying less than twelve hours per semester are classified as part time students. They must satisfy the entrance requirements of the school in which they are enrolled.

(3) **Special Students:** (a) Students not studying for a degree yet wishing to receive college credit, must present evidence of having completed high school work before said credit will be allowed for courses pursued.

(b) Experienced persons of mature age, not candidates for degrees, may be admitted as special students, to those courses which in the judgment of the Dean they are qualified to pursue with profit. In such cases the entrance requirements may be waived, but the courses pursued carry no credit.

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED SECONDARY SCHOOLS

1. Applicants should address the University Registrar to obtain the necessary application blanks.

SCHOOL OF BUSINESS ADMINISTRATION

2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. Upon receipt of this application the university will obtain from the schools attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant shall be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, permitted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for all regular and special day students is held in the university gymnasium on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with his Dean or advisor.

(3) Tuition and fees for the semester are payable at registration time.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their Dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) **Quality Points:** For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum

SCHOOL OF BUSINESS ADMINISTRATION

graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary grades, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

An E grade can be changed by re-examination to only a D or F. Temporary grades, E, I, X, if not removed within the first 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for the removal of temporary marks is announced in the university calendar.

(e) Unit of Credit: The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(f) Scholastic Standing: A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

Freshmen—Those having completed less than 32 semester hours. *Sophomores*—Those having completed 33 to 64 semester hours. *Juniors*—Those having completed 65 to 96 semester hours. *Seniors*—Those having completed 97 to 128 semester hours.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

TUITION AND FEES

Tuition, per Semester Hour Credit—Undergraduate	\$ 8.00
Graduate	10.00

The total tuition for the semester is payable at the time of registration.

Registration Fee	\$ 1.00
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This non-refundable fee is required of every student at each registration period.

Student Health Fee	\$ 2.50
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This fee includes physical examination at entrance and advice and health guidance during entire course.

Activities and Library Fee	\$15.00
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This fee gives library and gymnasium privileges, admittance to all university home athletic contests, and admittance to all regular productions of the Drama Department during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all full time students of the university.

SCHOOL OF BUSINESS ADMINISTRATION

Activities and Library Fee—Special Students, per Semester . . . \$ 2.00

This fee gives library and gymnasium privileges, and admittance to all regular productions of the Drama Department, and includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all special students.

Condition Examination Fee \$ 5.00

This fee is charged for each condition and special examination. It is payable in advance.

Change of Course Fee \$ 1.00

A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.

Late Entrance Fee \$ 5.00

A late entrance fee of \$5.00 is charged to all students registering later than the last day of the registration period.

Laboratory Fees:

Students enrolled in the following courses will pay laboratory fees as indicated:

Management: 351, 352 and 507, 508 \$ 2.50

Laboratory Deposit Fee:

Management: 351 and 507 2.50

Advertising: 317, 318; 337, 338; 419, 420; and 441, 442 5.00

Advertising: 461, 462 2.50

Graduation Fees—Bachelor's Degree \$15.00

Master's Degree 25.00

Doctor's Degree 50.00

REFUNDS FOR WITHDRAWALS

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a re-

fund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

Withdrawal	Refund
1st Week	90%
2nd Week	70%
3rd Week	60%
4th Week	50%
5th Week	30%
6th Week	20%
7th Week	10%
8th Week	5%

No refund will be made in the case of students who are registered on probation or who are requested to withdraw as a result of faculty action.

THE SCHOOL YEAR

The school year, which occupies 32 weeks exclusive of Christmas and Easter vacations, is divided into a First Semester and a Second Semester of 16 weeks each.

CLASSES

Regular

Classes are in session for five days a week during the school year.

Special

Late afternoon and evening courses are offered by the College of Liberal Arts and Sciences, the Schools of Business Administration, Music, Education, Nursing, and Graduate.

Saturday classes are offered in the College of Liberal Arts and Sciences, and the Schools of Music, Education, Nursing, and the Graduate School.

The courses offered in the late afternoon, evening and Saturday are selected from the curricula of the university and are taught by regular faculty members.

Summer Session

All colleges and schools, with the exception of the Schools of Pharmacy and Law, offer courses in the Summer Session.

SCHOOL OF BUSINESS ADMINISTRATION

LOCATION AND EQUIPMENT

The offices of the School are in Canevin Hall and the Fitzsimons Building. Classes are conducted in both buildings. The quarters occupied have been especially designed for the work of the school. The lighting, ventilation, seating arrangement, and interior decoration have all been planned for maximum school efficiency. Complete accounting, advertising, and statistical laboratories are special features of the school's equipment.

STUDENT SERVICE

The offices of the school are open daily from 9 A. M. to 9 P. M. except Saturdays when the closing hour is 1 P. M. Members of the office staff are available during these hours for consultation and the transaction of school business. Interviews with members of the faculty may be arranged on application to the office.

BUREAU OF RECOMMENDATIONS

The university maintains a Bureau of Recommendations for the purpose of assisting the student in making contact with industrial concerns for employment or investigative purposes. In assisting the student who is looking for employment opportunities, the bureau endeavors to accomplish the utmost but serves solely as an intermediary between business firms and student applicants and does not therefore guarantee or assure employment in any case. For information concerning the work of the bureau, inquiry should be addressed to Mr. Joseph V. McCullough, Director, 605 Fitzsimons Building.

STUDENT ACTIVITIES

Students in the Day Division in the School of Business Administration have the opportunity of participating in all general student activities for which they may be eligible. The students of this division maintain a Business Forum for the purpose of free discussion of current problems.

Organizations of general interest to all students in the university are the Athletic Association, the University Orchestra, Band and Glee Club, the *Duquesne Monthly*, a literary magazine, and the *Duquesne Duke*, a weekly newspaper. The Duquesne University Alumni Association includes in its membership all graduates of the university.

Organizations of pertinent interest to Business Administration students are: the Evening Association which sponsors all organized social activity in the Evening Division, Epsilon Eta Phi, National Commerce Sorority, and Beta Alpha Phi, honorary Scholarship Fraternity for Business Administration students.

BUSINESS RESEARCH

The School of Business Administration recognizes both its opportunity and responsibility to investigate the nature and significance of business activity through scientific research. Such research is carried on by the school through its Research Division, directed by Dr. Arthur L. Rayhawk. The Research Division develops the specific research projects for which the school has assumed responsibility. The division serves as a coordinating agency for the research activities of the faculty and enlists participation of students of the school in research activity when appropriate. The facilities of the Research Division are available to, and have been employed by, business firms for research into and analysis of their special problems.

LIBRARIES

The book collection of the libraries of the university proper approximates 40,000 volumes. The library of the School of Business Administration is housed on the fourth floor of the Fitzsimons Building. The students of this school have access, also, to the Business Branch of the Carnegie Library which is conveniently located in the Union Trust Building, Fifth Avenue, Pittsburgh, Pa.

DESCRIPTION OF COURSES

INTRODUCTORY

The courses of instruction are numbered in accordance with a plan uniform throughout the university.

Odd numbers indicate courses given in the first semester, from September to January; even numbers indicate those given in the second semester, from February to June. Courses designated "101, 102" "115, 116" etc., run through the school year. Semester hours of credit are indicated for each semester.

Courses numbered between 100 and 499 are open, for credit, only to under-graduates; those numbered between 500 and 599 are open to graduate and under-graduate students.

SCHOOL OF BUSINESS ADMINISTRATION

DEPARTMENT OF ACCOUNTING

Professor Rush, *Head*; Professor A. L. Schneider; Messrs. Alton, Boord, Geibel, Gorham, Henning, Logan, McClellan, McDunn, Miller, E. A. Schneider; Miss Hughes.

201, 202. Introductory Accounting. This course is devoted to the fundamental problems of accounting, building up along the lines and methods of modern accounting practice. The subject matter embraces: theories of debit and credit; classification of accounts; underlying principles of accounting records; business papers used as the basis for first entry; simple problems of the balance sheet and income statement; controlling accounts; handling sales and purchases; safeguarding the cash; consignments; basic interrelations between accounting and business management. Practice material will be provided. Credit, *Three hours each semester.* MESSRS. GORHAM, MCCLELLAN.

e 201, 202. Introductory Accounting. A course similar to 201, 202 but more restricted in the scope of practice material used. Evening students who, in the judgment of the accounting faculty, are not prepared to enter Acct. e201, 202 will be given a preliminary course in Business Mathematics. Credit: *Two hours each semester.* MESSRS. GORHAM, HENNING, LOGAN, McDUNN, MILLER.

303, 304. Principles of Accounting. The aim of the course is to present a thorough study of the corporation and its related problems. Some of the topics covered are: records and accounts peculiar to a corporation; elements of manufacturing accounts; perpetual inventory, voucher system and payroll methods; theories of the balance sheet, its make-up, form, and arrangement; valuation of assets in the balance sheet; depreciation; showing of liabilities; valuation of capital stock; profits; dividends; reserves and surplus; sinking and other funds; income summary; liquidation of a corporation; consolidations and mergers; branch house accounting; fire loss adjustments; hypothecation of accounts receivable; fiduciary accounts. Practice work in corporation accounts and related problems. Prerequisite: Acct. 201, 202. Credit: *Three hours each semester.* MR. MCCLELLAN.

e 303, 304. Principles of Accounting. The aim of the course is to present a thorough study of the corporation and its related problems. The most important topics covered are: opening the books of corporations; various classes of capital stock; distinction between proprietorship, partnership, and corporation regarding ownership; control; the voucher system—balance sheet valuation; depreciation, its causes, factors, and rate determination and methods of calculating; temporary and permanent investments. Practice work in corporation accounts is given. Prerequisite: Acct. e 201, 202. Credit, *Two hours each semester.* MESSRS. ALTON, LOGAN.

e 305, 306. Accounting Practice. This course continues the study of accounting theory and supports it by practical problems covering the work sheet, adjustments, etc. Main topics treated are: construction and technique of the balance sheet; profit and loss statement; surplus and reserve accounts; statement of funds and their application; comparative balance sheets and consolidated balance sheets; sinking funds; statements of realization and liquidation. Numerous problems are provided as practice work. Prerequisite: Acct. e 303, 304. Credit, *Two hours each semester.* MR. MCCLELLAN.

407, 408. Accounting Systems. This course is designed primarily for those who wish to enter the public accounting profession. It deals with the peculiarities encountered in the various types of business and the necessary accounting systems to record the data correctly where it differs from that of other businesses. The following types of business will be covered: Federal Reserve Banks, National Banks, State Banks, Savings Banks, Trust Companies, Building and Loan Associations, Insurance Companies, Professional firms, Decedents' estates, Bankruptcy estates, Iron and Steel Companies, Department Stores, Building and Contracting firms, Installment houses, Hotel Companies, Brokerage concerns, Clubs, Associations, and many others. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* MR. MILLER.

409, 410. Cost Accounting. This course explains the relation of cost systems to general books and systems. Emphasis is placed throughout upon scientific and efficient methods of management. Subjects studied include perpetual inventory and all other elements relating to material costs, labor costs, power costs, distribution of expense, depreciation, fixed charges, and other elements of overhead costs; also various standard cost systems and plans, the installation of cost systems, and systems of departmental cost keeping. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. RUSH AND MR. MILLER.

411, 412. Auditing. This course covers the theory and practice of auditing. The relationship of the accountant with the client, the working papers, the audit procedure, the accounting principles involved, the preparation of reports, and the ethics of the accounting profession are treated in detail. The chief topics developed are: purpose and classes of audits; detailed procedure in the verification of original records, special consideration in the audit of cash; accounts receivable; inventories; plant; liabilities; capital stock and surplus; analysis of accounts and preparation of working papers; certified statements and reports. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. RUSH.

415, 416. Managerial Accounting. A study of the technique involved in the gathering, recording, and interpretation of accounting and statistical data used in the solution of internal problems of management. Some of the topics covered are: construction, analysis and interpretation of reports; establishment of operating and financial standards; measurement of managerial performance; use of budgets in managerial control; use of cost data and interpretation of cost reports; use of quantitative data in the formulation of policies. Prerequisites: Acct. 303, 304 or e 305, 306. Mgt. e 303, 304. Credit, *Two hours each semester.* PROF. RUSH, MR. MILLER.

501, 502. Income Tax Accounting and Reports. A special class for executives, auditors, accountants, and others who are qualified by training and experience to make a detailed study of the present Federal and State Income Tax requirements; in connection with this, practical application in the preparation of reports. Prerequisite: Acct. 411, 412. Credit, *Two hours each semester.* PROFS. RUSH AND A. L. SCHNEIDER.

e 503, 504. Miscellaneous Federal and State Taxes. A preparation of reports, accounting problems, and procedure arising from Pennsylvania Capital Stock and Loans, Mercantile, County and State Personal Property, Inheritance, Estate, Documentary Stamp, Unemployment Insurance, and Local Taxes; also Federal Capital Stock, Excess Profits, Undivided Profits, Estate, Gifts, Excise, Unemployment Insurance and Old Age Benefits. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. A. L. SCHNEIDER.

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e 515, 516. C. P. A. and American Institute Preparation. This course is designed to prepare students for State C. P. A. and American Institute examinations. Problems and questions selected from actual examinations are used as the basis of this course. The student is given a thorough drill in the methodical analysis of complex problems and in the preparation of the necessary working papers and statements required in their solution. Emphasis is laid upon the development of the power of analysis. The questions and problems are arranged to serve as a general review of the whole field of accounting. In addition a thorough review of Pennsylvania Business Law is provided.

The class meets weekly throughout the year. A schedule of dates of meeting and topics studied may be had on application at the office of the school at 331 Fourth Avenue.

e 517, 518. Advanced Cost Accounting. A study of the application of cost accounting principles to various kinds of business enterprise. Analysis of standard and job costs in manufacturing, merchandising, and public service industries. Prerequisite: Acct. 409, 410. Credit, *Two hours each semester.* MR. MILLER.

e 519, 520. Analysis of Financial Statements. This course applies accounting and auditing principles to the analysis and criticism of the financial statements of corporations. It will include a study of the content and valuation of the individual items of a balance sheet; comparisons of statements of past periods considered in connection with the current statement to disclose favorable or unfavorable trends, and an attempt to forecast probable future conditions from this information. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* MR. ALTON.

e 555, 556. Review in Accounting. A review of accounting comprising procedure, partnership, and corporate form, special advanced problems covering principle, practice, auditing costs, dealing more specifically with appraisals, depletion, revaluation, devaluation, depreciation, amortization, determining good will and other intangible values, inventories, etc. The problems in this course are designed to cover cases in revision and adjustment of assets, also to cover the more difficult problems of a current nature that are not found in any of the other accounting courses. Prerequisites: Acct. 303, 304; e 305, 306; 409, 410 and 411, 412. Credit, *Two hours each semester.* MR. McDUNN.

DEPARTMENT OF ADVERTISING

Mr. Sullivan, *Head*; Messrs. August, Irwin, Swank.

e 317, 318. Principles of Advertising. This course combines the study of advertising principles with a thorough introduction into the diversified mechanics of the profession. The functions of investigation and fact-finding in the advertising field are clearly expounded. The course includes as major subjects retail advertising, industrial advertising, national or general advertising. These are treated from the view-points of newspaper, direct-mail, outdoor, magazine, and radio advertising. The student writes copy, lays out advertisements, designs covers and develops original ideas with which to sell merchandise. Credit, *Two hours each semester.* MR. SULLIVAN.

e 337, 338. Newswriting. A course in practical newspaper work taught by a practical newspaper man of many years' experience. The course is designed to give a working knowledge of the manner in which a modern newspaper is written and edited. This is the background and knowledge

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necessary for those with journalistic ambitions. This will be an entirely practical course, ignoring the theoretical and idealistic presentation common to many so-called journalism courses. The course will include explanation of how news is gathered, edited, and produced for the reader and analysis of the work of each department in a newspaper organization. Credit, *Two hours each semester*. MR. AUGUST.

e 339, 340. Photography and its Commercial Uses. A study of the elements of photography with practice by the student. Exposition of photographic uses and trends in advertising, publications, merchandising, and industry. Registration for this course will be limited to those who have a serious business purpose in the study of photography. Each student accepted will be required to have a camera of value and quality acceptable to the instructor. Credit, *Two hours each semester*. MR. SWANK.

e 419, 420. Advanced Advertising. The course includes lectures, demonstrations and practical work relating to the preparation of catalogs, the conduct of advertising contests, the edition of company publications (house organs) and the development of ideas into adequate programs. The latter part of the course is devoted to an intensive study of the problem of selling both advertising and the advertising man. This is a professional course, limited to students who hope to make advertising their career and who have completed satisfactorily Principles of Advertising. Enrollment in the course must be approved by the instructor before registration. Prerequisite: Adv. e 317, 318. Credit: *Two hours each semester*. MR. SULLIVAN.

e 441, 442. Copyreading and Headline Writing. A second-year course on editing news in preparation for work in this specialized newspaper field. The course will open with an intensive study of proper methods of editing news, with full practical classroom work on editing and headline writing. The students will work with copy just as it is edited in a newspaper office. Restricted to students who have taken the first-year Newsmaking course, to those with some newspaper training and those possessing special aptitude for this type of work. Credit, *Two hours each semester*. MR. AUGUST.

e 461, 462. Advertising Display. A practical course in window and store display which treats concisely and clearly the fundamental principles that enable the student to execute and plan displays that sell goods. Discussions are supplemented with actual practice in window display construction. Color, design, lighting, the use of paints, beaver board, and other background materials, are carefully studied and used in practical window display applications. Solutions to current merchandising problems are sought through the development of dramatized window displays. Prerequisite: Adv. e 317, 318. Credit: *Two hours each semester*. MR. IRWIN.

DEPARTMENT OF BUSINESS LAW

Asst. Professor Ebberts, *Head*; Messrs. Eulenstein, Farrell, Garrahan, Lacey.

301, 302. Introductory Business Law. The aim of the course is to give the student such a knowledge of legal procedure as will enable him intelligently to study the law from the decided cases, and to acquaint him with the fundamental legal doctrines in the basic fields of the law; contracts, agency, negotiable instruments, partnerships and corporations. Credit, *Three hours each semester*. ASST. PROF. EBBERTS, MR. EULENSTEIN.

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e 301, 302. Introductory Business Law. The aim of the course is to give the student such a knowledge of legal procedure as will enable him intelligently to study the law from the decided cases, and to acquaint him with the fundamental legal doctrines in the basic fields of the law: contracts, agency, and negotiable instruments. Credit, *Two hours each semester.* MESSRS. EULENSTEIN, FARRELL, GARRAHAN, LACEY.

403, 404. Advanced Business Law. A study of Pennsylvania business law by text and case method. The subjects covered are: sales, suretyship, guaranty, and insurance. Prerequisite: B. L. 301, 302. Credit, *Two hours each semester.* ASST. PROF. EBBERTS.

e 403, 404. Advanced Business Law. A study of the law of partnership, corporations, and sales by the text and case method. Prerequisite: B. L. e 301, 302. Credit, *Two hours each semester.* ASST. PROF. EBBERTS, MR. FARRELL.

e 405, 406. Real Estate Law. This course is intended to give the student a practical knowledge of Pennsylvania law and practices pertaining to real estate. It includes a thorough discussion of estates, liens, agreements of sale, deeds, mortgages, landlord and tenant, and a general discussion of easements, restrictions, fixtures, and agency. Prerequisite: B. L. 301, 302. Credit, *Two hours each semester.* ASST. PROF. EBBERTS.

BUSINESS ECONOMICS

Professor Strong

501, 502. World Resources and Industries. First, a study of the functional relationship between the social sciences: Economics, Sociology, Human Geography, etc. Second, an interpretation of the world's industrial and agricultural structure and trends. Prerequisite: B. E. 301, 302. Credit: *Two hours each semester.* PROFESSOR STRONG.

503, 504. International Economic Policy. This course will investigate the multitudinous affairs and relations brought about by the economic interests between the various nations, and the controversial items which are the result of these relations, interests, and the essential interdependence of the economic life of widely-separated regions. Among the sub-topics treated will be the following: fallacies respecting foreign trade; free trade and protectionism; preferential tariffs; reciprocal trade treaties and bi-lateral trade arrangements; colonial policies; dumping; international patent control; flow of international investments; international debts; disarmament and pacifism; balance of power and political influences upon world trade; reparations; control of resources; trade conflict and imperialism. Prerequisite: B. E. 301, 302. Credit: *Two hours each semester.* PROFESSOR STRONG.

DEPARTMENT OF COMMERCE

Professor Morris, *Head*; Associate Professor Tchirkow; *Assistant Professor* Grant; Messrs. Dwyer, Greenberg, Magee, Strauss.

101, 102. Economic Geography. A course in regional economic geography giving a survey of man's utilization of the earth in making a living. The foundation of the course is the study of the world's major geographic regions and of their present and potential production of food and raw materials for manufacture. Emphasis is placed on the relation of the different factors of the physical environment to man's economic activities. Required of Freshmen in Business Administration. Credit: *Three hours each semester.* PROF. MORRIS, ASSOCIATE PROF. TCHIRKOW.

e 109, 110. Foreign Commerce and Industry. A study of the trade and industry of the chief foreign countries with which the United States has commercial relations. Factors affecting the trade relation of the United States with these countries are emphasized. Credit, *Two hours each semester.* ASSOCIATE PROF. TCHIRKOW.

303, 304. Principles of Marketing. This course is designed to present the fundamental principles and methods of marketing raw materials, agricultural, and manufactured products. It includes a discussion of consumer buying habits and motives; market functions; analysis of the important market institutions; marketing policies in finance, price, speculation, competition, and advertising. Prerequisite: Com. 101, 102 or Com. e 109, 110. Credit, *Two hours each semester.* PROF. MORRIS.

323, 324. Business Communication. This course covers the entire field of business correspondence. The principles of modern business writing are explained, illustrated, and applied. Certain types of correspondence such as applications, inquiries, adjustments, credit letters, and sales letters receive particular attention. Abundant practice work is provided. Prerequisites: Com. 303, 304 and Eng. 101, 102. Credit, *Two hours each semester.* ASST. PROF. EBBERTS, MR. GREENBERG.

405, 406. Foreign Trade. A survey of the nature, scope, and significance of international trade. Basic historical, geographic, and economic factors influencing the development of international commerce including: ocean transportation and shipping practices; customs procedure and importing; trade correspondence and advertising; commercial regulations and tariffs; foreign exchange, credits and collections; market surveys, and marine insurance. Emphasis is given to analysis of foreign markets, trade channels, and methods of developing foreign markets. Study of recent changes in the various phases of foreign trade relations as affected by tariff bargaining under the New Deal. Prerequisite: Commerce 303, 304. Credit: *Two hours each semester.* ASSOCIATE PROF. TCHIRKOW.

411, 412. Transportation. The development, operation, and control of transportation by railroads, motor, water, and air. Much emphasis will be given to the American, German, British, and French railway systems, especially from the economic and public aspects; analysis of the Interstate Commerce Law and its amendments; interpretation of proposals for more adequate coordination and regulation of American transportation agencies. Prerequisite: B. E. 301, 302. Credit: *Two hours each semester.* ASSOCIATE PROF. TCHIRKOW.

e 413, 414. Traffic Management. This course deals with the organization and functioning of traffic departments of industrial concerns. Topics treated are: organization of shipping and switching departments; car records for the control of private car lines; claims, routing, service and rate departments; regulations governing packing, shipping and sales; shippers' relations with carriers; freight and express tariffs; delays in transit; receipt and delivery of property. Intensive work in the rate structures of the United States will be an important item. Prerequisite: B. E. 301, 302. Credit, *Two hours each semester.* MR. MAGEE.

415, 416. Marketing Problems. A case study illustrative of typical merchandising and marketing problems encountered by manufacturers, raw material producers, wholesalers, retailers, and other distributors. Among the topics considered are the following: sales promotion and advertising; control of sales organization; selection of channels of wholesale and retail distribution; types of retail enterprise; trade marks; price maintenance; produce exchanges;

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cooperative marketing, and the distribution of industrial goods. Readings, lectures, reports on marketing aspects of the New Deal. Prerequisite: Commerce 303, 304. Credit: *Two hours each semester*. PROF. MORRIS.

421, 422. Principles of Salesmanship. A course in the principles of salesmanship covering fundamentals of selling, analyzing the product, organization of selling background, psychology of sales appeal, buying motives, reserve arguments and development of the salesman's personality. Special attention is given to such topics as merchandising, promotion, creation of consumer demand, dealer contacts, good taste in buying and selling, business ethics, and market analysis. Credit, *Two hours each semester*. ASST. PROF. GRANT, MR. DWYER.

e 425, 426. Retail Store Management. A survey of the fundamentals of retail buying and merchandising with emphasis on the practical methods employed in successful retail organizations; merchandise departmentalization and classification. Basic market trends. Merchandise resources, consumer demands, trends and methods of estimating. Buying policies and methods. Practical effects of various methods of buying. The work of the buyer, buyer's records and reports; the merchandise manager's functions, merchandise planning and control. Budgeting determination of standards of mark-up, turnover expense, model stocks, price lines, open-to-buy and capital requirements. Stock control. Stock shortages. Method of merchandising slow selling goods. Resident buying offices and cooperative or group buying. Prerequisite: Com. 303, 304. Credit, *Two hours each semester*. MR. STRAUSS.

e 509, 510. Economic Geography of Asia. This is a regional study of the resources, industries, and commercial expansion of the continents of Asia and Australia. A detailed study will be made of trade, social customs, governments and economic possibilities of China, Japan, India, Turkey, Siberia, East Indies, Australia, and New Zealand. Considerable attention will be given to disturbing developments in the Far East arising from the friction existing between China, Japan, and Russia, and impending changes in world relationships likely to arise therefrom. Prerequisite: Commerce, 303, 304. Credit: *Two hours each semester*. ASSOCIATE PROF. TCHIRKOW.

511, 512. Market Analysis. A seminar course, in which the student, acting as marketing executive, develops, through sound analysis, the working plans for the effective marketing of specific merchandise. Plans ordinarily require numerous analyses of markets, products, marketing practices, advertising methods, etc. Sources of information may include published research reports, company records, and original data, collected by questionnaire, interview, or observation, and prepared in accordance with statistical methods. Within practical limits, plans are developed primarily for the Pittsburgh area. Prerequisites: Commerce 303, 304 and Mgt. 351, 352. Course must be taken for full academic year for credit. Credit: *Four hours each year*. PROF. RAYHAWK.

e 513, 514. Sales Management. A course dealing with the problems of wholesale and retail sales management, covering characteristics of a successful sales manager, relation of sales manager to sales and other departments, marketing policies, selecting and training salesmen, assigning territory, routing salesmen, methods of compensation, stimulating salesmen, planning sales literature, salesmen's reports. Prerequisite: Commerce 421, 422. Credit, *Two hours each semester*. ASST. PROF. GRANT.

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DEPARTMENT OF FINANCE

Assistant Professor Knight, *Head*; Messrs. Eitel, Ferguson, Sutton.

311, 312. Principles of Money and Banking. A study of the development and theory of money, credit, and banking. This course deals with monetary standards, a history of currency, principles of note issue, an introductory study of the money markets, gold movements, foreign exchange, the structure and operation of commercial banks and contemporary business credit practices. It also treats of central banking, the Federal Reserve system, transfer and collection of credit items, Federal fiscal policies, banking supervision and regulation, and the control of credit. Credit: *Two hours each semester*. Required of Juniors in the School of Business Administration. ASST. PROF. KNIGHT.

313, 314. Corporation Finance. An examination of the principles and policies of corporate financial practice. The phases of promotion and organization; financial plans; types of securities and their limitations; underwriting, syndicating and selling of securities; credit, dividend, investment and maintenance policies; budgets; expansion, combination and holding companies; investment trusts; failure, insolvency and reconstruction are studied. Particular attention is paid to recent trends and the problems of social control. Problems dealing with each topic are used to supplement the discussion. Prerequisites: Business Law 301, 302; and Accounting 201, 202. Credit, *Two hours each semester*. ASST. PROFS. KNIGHT, EBBERTS.

e 415, 416. Credit Management. This course deals with the organization and operation of the credit and collection departments of manufacturing, service and mercantile establishments. It includes a study of terms of sale; sources of credit information; analysis of risk; methods of protecting receivables, internal administration and policies; legal and/or practical debtor-creditor positions; and cooperative practices. Prerequisite: Finance 311, 312. Credit, *Two hours each semester*. MESSRS. FERGUSON, EITEL.

417, 418. Investment Analysis. The aim of this course is to develop a methodology and technique of dealing with diversified investment problems. The fundamental principles and practices involved in the proper use and care of savings and capital accumulations are covered by a study of such topics as: types of investors and their needs; protection; professional management of funds; classes of investments and their limitations; portfolio structure and revision; practical tests of investment theories; taxation; available information; and financial customs. Prerequisites: Finance 311, 312; 313, 314. Credit, *Two hours each semester*. ASST. PROF. KNIGHT.

419, 420. Stock Market and Commodity Exchanges. A study of the organization and functioning of the stock and commodity markets and allied institutions from an economic and practical point of view. Among the subjects included are: classes of traders; procedure and methods of trading; internal and technical operation of exchanges; clearing and transfer operations; brokerage; methods of financing and the money market; regulation and control; and the interpretation of data. Prerequisite: Finance 311, 312. Credit, *Two hours each semester*. ASST. PROF. KNIGHT.

e 501, 502. Industrial Combinations. An advanced course for the study of the economic principles, policies, and practices of the combination problem of industry as affected by legal, political, social, and historical

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influences. Combination movements and forms of intercompany relationship are examined. The changing nature and extent of competition and monopoly is developed and analyzed by a study of specific industries. Business and governmental policies with reference to the problem of social control are considered. Prerequisites: Finance 313, 314; B. E. 301, 302. Credit: *Two hours each semester.* MR. KNIGHT.

e 503, 504. Problems in Credit Management. This course deals with the problems in the operation of the Credit and Collection Departments of manufacturing, service, and mercantile establishments. It includes the practical application of the fundamentals of business law, credit interpretation of financial statements, ratio analysis of both balance sheet and operating statements with purification for credit purposes; a study of insurance and bonding proceedings in the sale of merchandise, a study of interpretation of economic forecasts and administrative problems of the credit man. Prerequisite: Fin. e 415, 416, and permission of the instructor. Credit: *Two hours each semester.* MR. FERGUSON.

505, 506. Current Banking Problems. As an advanced study of the principles of money, credit, and banking this course makes an analytical survey of the recent changes and tendencies in this field. A substantial portion of the work is concerned with an examination of the doctrines of the modern schools of thought and the development of simplified research projects. Prerequisite: Fin. 311, 312. Credit: *Two hours each semester.* ASST. PROF. KNIGHT.

507, 508. Problems in Corporation Finance. A study of the recent developments in Corporation Finance and the practical application of financial policies to representative problems. Prerequisite: Fin. 313, 314. Credit: *Two hours each semester.* ASST. PROF. KNIGHT.

DEPARTMENT OF MANAGEMENT

Professor Rayhawk, *Head*; Professors Wright, Strong; Assistant Professor McCullough; Messrs. Hilborn, Donelli, Fullerton, McIlveen, Ruschhaupt.

115, 116. Business Mathematics. This course familiarizes the student with the background of, and reasons for, the different types of mathematical procedure in use in business, together with a study of the actual processes, particularly in Accounting, Finance, and Statistics. Topics include: calculation and use of percentages, kinds of interest, such as simple, compound, and discount, types and significances of averages, analytical ratios, annuities, elementary tabular and graphic methods, etc. Required of Freshmen in Business Administration. Credit, *Two hours each semester.* MESSRS. HILBORN, MCDUNN.

303, 304. Business Organization and Management. This course deals with the fundamental principles of organization and management and their application in business enterprises. Lectures, cases, and problems are correlated to bring out clearly the functions of the several departments and their respective positions in a well-arranged business. Throughout, emphasis is placed upon recent trends in management. The problems of adapting business to changing physical, social, and economic environment are developed by showing the functions of planning, organizing, and controlling. Credit: *Two hours each semester.* ASST. PROF. MCCULLOUGH, MR. BOORD.

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351, 352. Business Statistics. This course presents the elementary principles and methods of statistics as applied in making practical analyses of business problems. The case method of instruction predominates in the presentation of such topics as collection and tabulation of data, graphic presentation, analysis of time series, uses of index numbers, principles of sampling, correlation, etc. Required of Juniors in Business Administration. Credit, *Two hours each semester.* PROF. RAYHAWK, MR. RUSCHHAUPT.

405, 406. Personnel Administration. This course provides and evaluates current practices in personnel administration, founded upon an understanding of the historical development of the problems and a sound study and discussion of current factors which confront the personnel manager in modern enterprises. Special emphasis is placed upon employer-employee relationships as affected by political and sociological developments since 1920. Prerequisite: Mgt. 303, 304. Credit: *Two hours each semester.* ASST. PROF. McCULLOUGH.

e 407, 408. Production Management. This course presents the principles and methods of factory organization, operation and control. The topics treated include: means of production; functional organization; tools and workers; maintenance; manufacturing standards and records; routing and layout; time and motion studies; master schedules; store management; inspection, etc. Prerequisite: Mgt. 303, 304. Credit: *Two hours each semester.* MR. McILVEEN.

409, 410. Office Management. An application of the principles of organization and management to office problems; functional organization, including the development of stenographic, clerical, filing, ordering, mailing, purchasing, advertising, and other departments; office planning and layout; materials, equipment, and appliances; selection, training, and promotion of personnel; standardization of procedure and routine work. Prerequisite: Mgt. 303, 304. Credit: *Two hours each semester.* MR. FULLERTON.

461, 462. Business Psychology. In this course, the principles of applied psychology are presented to the student as dependable aids in dealing more effectively and satisfactorily with others in commercial and industrial fields. The course analyzes thoroughly the psychological concepts of thought, judgment, memory, concentration, introversion, extraversion, etc. Prerequisite: Mgt. 303, 304. Credit, *Two hours each semester.* ASST. PROF. GRANT.

e 501, 502. Business Policy. This course is designed to clarify and organize the student's understanding of executive responsibility in business decisions, and to investigate intensively current technological, political, and social developments that affect policy formation. Coordination between specialized fields of Business Administration is expounded as a basic principle of systematic management. Prerequisite: Mgt. 303, 304. Required of Seniors in Business Administration. Credit, *Two hours each semester.* PROFS. STRONG, RAYHAWK.

503, 504. Scientific Management. A study of scientific management, its origin and development; general Taylorism, in all phases, will be attempted in this course. More detailed and currently applicable studies of technology, efficiency, and economy, in connection with the theory of costs, with production control as a background, will be examined. Prerequisite: Mgt. 303, 304. Credit: *Two hours each semester.* PROF. STRONG.

507, 508. Advanced Business Statistics. A seminar course, in which the student develops and presents for general discussion timely and practical studies, requiring understanding and employment of relatively advanced statistical procedures. The student is responsible for all phases of the study, from its definition to preparation of final reports for publication. These studies ordinarily require research into particular fields of business activity and supervision of field and clerical personnel. Prerequisite: Mgt. 351, 352. Credit: *Two hours each semester.* PROF. RAYHAWK.

SECRETARIAL STUDIES

Mr. Fullerton

e 301, 302. Secretarial Procedure. This course presents the fundamentals of secretarial duties, including: secretarial and stenographic duties; meeting office callers; appointments; telephoning; preparation of outgoing and incoming mail; office reference books; filing. The technical equipment needed by a secretary is reviewed through a study of different types of social and business letters and practice in writing them; the assembling and arranging of material for reports; the journalism of business; the preparation of manuscript for the printer; the technical rules governing business correspondence. Credit: *Two hours each semester.* MR. FULLERTON.

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

SCHOOL OF MUSIC

SCHOOL OF EDUCATION

GRADUATE SCHOOL

SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

PITTSBURGH, PA.

GRant 4635

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars

to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 9

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1940 - 1941



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DUQUESNE UNIVERSITY
SCHOOL OF EDUCATION

1940-1941

FACULTY

ADMINISTRATION

VERY REV. RAYMOND V. KIRK, C.S.Sp., Ph.D.	<i>President of the University</i>
REV. JOHN J. SULLIVAN, C.S.Sp., Ph.D.	<i>Vice President</i>
REV. EDWARD J. RECKTENWALD, C.S.Sp., B.A.	<i>Treasurer</i>
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ARTHUR B. SIVITER, Ph.B., D.Ped.	<i>Supervisor of Student Teaching</i>
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KATHRYN H. BURKART, B.S. in Ed.	<i>Assistant Dean of Women</i>
MARIA GERTRUDE BLANCHARD, B.A.	<i>University Librarian</i>
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W. JOHN DAVIS, B.A., LL.B.	<i>Director of Publicity</i>
A. T. DONELLI, M.B.A.	<i>Director of Athletics</i>

OFFICERS OF INSTRUCTION

RAYMOND V. KIRK, C.S.Sp., B.A., Ph.B., Ph.D.	<i>Professor of Education</i>
FRANCIS X. KLEYLE, B.A., M.S. in Ed.	<i>Professor of Education</i>
ELIZABETH A. MALADEY, B.A., M.S. in Ed.	<i>Professor of Music Education</i>
KATHRYN BRENNAN REDMAN, B.A., M.A., D.Ed.	<i>Professor of Elementary Education</i>
ARTHUR B. SIVITER, Ph.B., D.Ped.	<i>Professor of Education</i>
RAYMOND J. WORLEY, B.A., M.Ed., Ph.D.	<i>Professor of Commercial Education</i>
WILVERDA HODEL, B.A., M.S. in Ed.	<i>Associate Professor of Commercial Education</i>
JOHN SAVULAK, B.A., M.A.	<i>Assistant Professor of Education</i>
ANNE BARR, B.Ed., M.Ed.	<i>Instructor in Elementary Education</i>
EVE BETSCHART, B.A., M.A.	<i>Instructor in Elementary Education</i>
MICHAEL BERCIK, B.Ed.	<i>Instructor in Commercial Education</i>
M. GERTRUDE BLANCHARD, B.A.	<i>Instructor in Elementary Education</i>
REV. PAUL E. CAMPBELL, B.A., M.A., Litt.D.	<i>Instructor in Elementary Education</i>
MICHAEL FERENCE, B.S., M.S. in Ed.	<i>Instructor in Elementary Education</i>
R. G. DEAN, B.A., M.A.	<i>Instructor in Secondary Education</i>
EBBA HOUGGY, B. Ed.	<i>Instructor in Music Education</i>
SR. MARY VIOLA LEININGER, O.S.F., M.A.	<i>Instructor in Education</i>
LUELLA C. NOLAN, M.S.	<i>Instructor in Elementary Education</i>
LESTER A. PIERCE, B.A., M.A.	<i>Instructor in Secondary Education</i>
H. PRICE, Ph.B., M.A.	<i>Instructor in Secondary Education</i>
WILLIAM TURLEY, B.A., M.A.	<i>Instructor in Secondary Education</i>
ELIZABETH WINGERTER, B.A., M.A.	<i>Instructor in Secondary Education</i>

MEMBERS OF OTHER FACULTIES OF THE
UNIVERSITY OFFERING COURSES IN THE
SCHOOL OF EDUCATION

OFFICERS OF INSTRUCTION
FROM OTHER DEPARTMENTS

JAMES BORRELLI.....	<i>Music</i>
C. GERALD BROPHY, M.A., LL.B.....	<i>Economics</i>
MARIA G. CORRIOLS, M.A.....	<i>Spanish</i>
PATRICK CRONIN, Ph.D.....	<i>Mathematics</i>
ARTHUR E. DUBOIS, Ph.D.....	<i>English</i>
THOMAS B. HOWE, Ph.D.....	<i>Biological Science</i>
ALOIS HRABAK.....	<i>Music</i>
GEORGE KASTLIN, M.D.....	<i>Hygiene</i>
RAYMOND J. KELLEY, M.A.....	<i>Political Science</i>
JOHN F. MATEJCZYK, M.S.....	<i>Chemistry</i>
WILFRID J. MATHEWSON, M.A.....	<i>English</i>
FRANCES M. MCCORMICK, R.N., B.N.....	<i>Nursing Education</i>
JAMES W. MCGOWAN, M.A.....	<i>Sociology</i>
CHARLES MONTICONE, Ph.D.....	<i>Spanish</i>
JAMES MORROW.....	<i>Music</i>
HUGH C. MULDOON, D.Sc.....	<i>Chemistry</i>
JOHN P. O'CARROLL, M.A.....	<i>Chemistry</i>
WILLIAM E. O'DONNELL, C.S.Sp., M.A.....	<i>French</i>
REV. CARLO ROSSINI, Mus.D.....	<i>Music</i>
DANILLA SHANNON RINAMAN, B.S.....	<i>Physical Education</i>
WILLIAM SCHUBERT, M.S.....	<i>Biology</i>
JOHN J. SULLIVAN, C.S.Sp., Ph.D.....	<i>Ancient Languages</i>
CHARLES H. VAN DUZER, Ph.D.....	<i>History</i>

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. The student body numbers nearly 3,500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a chemistry building, a music building, a library, an activities building, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the university, the school of law and the law library.

RECOGNITION

Under date of March 30, 1911, the Supreme Court of the state of Pennsylvania approved the B.A. and B.S. degrees granted by Duquesne University and ordered that they be accepted by the State Board of Law Examiners as satisfactory evidence of a candidate's fitness to begin the study of law without further examination.

On May 9, 1919, the same Court, through the agency of the State Board of Law Examiners, accepted Duquesne University's B.S. in Economics degree for the purpose of registration of law students.

Under date of February 19, 1926, the Board of Regents of the University of the State of New York formally registered Duquesne University under Section 403 of Regents' Rules, in its course of study leading to the degree of Bachelor of Arts. Graduates holding this degree are entitled to the remission of one year in the study of law for admission to the bar examinations in the state of New York.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy on March 10, 1926.

The State Council of Education of Pennsylvania has placed Duquesne University on the list of accredited institutions whose graduates may obtain the provisional or permanent college certificate for teaching. The same council in 1930 recognized Duquesne University's degrees in Education and in Music, and in 1937 approved the School of Nursing.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, the American Medical Association, the Association of Collegiate Schools of Nursing, and the Public Health Nursing curriculum offered by the university is on the list of schools approved by the Education Committee of the National Organization for Public Health Nursing.

AIM

The general aim of the administrative officers of Duquesne University, as a body of educators, is to secure the combined development of both mind and heart in the formation of character, for the man and citizen. They recognize moral training as an essential element of true education, and, while offering every facility in the acquisition of the highest and broadest mental culture, they spare no effort to form in the student

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

habits of virtue and moral integrity. It is their ultimate ambition to form men of deep thought, of solid principles and of sound character.

The President of the University, the Deans of the various schools, the Dean of Men, the Dean of Women and the Registrar constitute the University Council. The purpose of this organization is to determine matters of university policy, to maintain uniformity in certain executive procedures throughout the university and to coordinate the work of the schools that compose it.

The Board of Advisors, composed of distinguished business and professional men, is designed to be a connecting link between the university and the citizens of Pittsburgh and Western Pennsylvania. Its purpose is to aid in discovering the best means by which the university may enlarge its sphere of usefulness.

WOMEN STUDENTS

Until 1915 regular courses in the various schools had been limited to men students. After that year, however, because of increasing demands women were admitted first to the schools of Law, and Business Administration. At present women students are admitted to all departments of the university.

THE SCHOOL OF EDUCATION

HISTORY

Previous to 1929, courses in Education had been offered by Duquesne University in the College of Liberal Arts and Sciences. In February of that year the first classes were enrolled in this school, as a separate division of the university.

In 1930 the School of Education was approved by the State Council of Education of Pennsylvania. The School is also a member of the American Association of Teachers' Colleges and the Eastern States Association of Professional Schools for Teachers.

The School is located in Canevin Hall on the University Campus, at the corner of Colbert and Vickroy Streets.

The Department of Commercial Education of the School of Education is located in the Fitzsimons Building, situated at 331 Fourth Avenue, in the heart of the financial district.

PURPOSE

THE SCHOOL OF EDUCATION has as its general object the professional training of teachers. It attains its object by a scientific study of the facts and principles of education, a thorough study of the learning process, and by practice teaching based upon the most advanced educational theories. The School of Education recognizes the fact that a teacher, above all others, must have a wide range of interests, refined tastes, deep sympathy and understanding, tact, and an education commonly described as liberal.

Another aspect in the training of prospective teachers is the development of a professional ability and a professional spirit. Here the specific aims are the implanting of proper educational ideals, interests, and attitudes, and the establishment of correct teaching skills and habits. It is the particular function of the School of Education to endeavor to secure these results by means of its professional courses of instructions.

REGULATION OF CURRICULAR ACTIVITIES ADMISSION

Applicants for admission to the School of Education who ranked below the third quintile of their respective graduating classes, will be required, as a condition of admission, to pass successfully a social science aptitude test as determined by the Committee on Admissions.

Those who ranked below the fourth quintile of their respective graduating classes are not encouraged to make application for admission.

ENTRANCE REQUIREMENTS

Entrance requirements are stated in High School Units. A High School Unit represents a year's study in an approved standard secondary school, so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation period shall aggregate approximately not less than 120 sixty-minute hours.

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

SCHOOL OF EDUCATION

The entrance requirements to the School of Education are:

A. For admission as candidates for the degree, Bachelor of Education:

(1) Department of Arts and Science:

Required Courses	
English.....	4
Foreign Language.....	2
History.....	1
Mathematics.....	1
Science (Lab.).....	1
Electives.....	6
Total units required for admission.....	15

(2) Department of Commercial Education:

Required Courses	
English.....	4
History.....	2
Science (Lab.).....	1
Mathematics.....	1
Electives.....	7
Total units required for admission.....	15

Candidates are strongly advised to offer two units in a foreign language.

As elective subjects the following are acceptable: Foreign Language, History, Science, Mathematics, Music and Commerical Subjects.

FRESHMAN PLACEMENT TESTS

Entering students are required to take a group of the American Council on Education tests in English usage, scholastic aptitude, modern language and mathematics placement. No special preparation is necessary for these tests, and due notice of the time and place of administration will be given each registrant. Failure to take the Placement Tests at the regular time will incur a penalty of five dollars for individual tests.

(1) **Regular Students** are those carrying a schedule of courses each semester, which will enable them to qualify for the degree in four years.

- (a) Graduates of accredited high schools will be admitted to the freshman class upon proper certification of their records by the principal. The record must show a definite recommendation by the principal of the applicant's fitness to pursue college work. An applicant who is not so recommended must take the entrance examinations given by the university.

Regular students are admitted as follows:

First: (A) Those who satisfy the entrance requirements and are favorably recommended for college work by the principal will be admitted unconditionally.

(B) Those who satisfy the entrance requirements but are not favorably recommended for college work by the principal will be admitted only by passing the entrance examinations.

Second: (A) Those who do not satisfy the entrance requirements but are favorably recommended for college work by the principal may be admitted on condition.

(B) Those who do not satisfy the entrance requirements and are not favorably recommended by the principal for college work may be admitted on condition provided they pass the entrance examinations. Two Carnegie Units are the maximum allowed for admission on condition.

Removing Entrance Conditions: Entrance conditions may be removed as follows:

First: The student may complete the required work in an accredited day or evening high school.

Second: The student may successfully pass examinations given by the Department of Public Instruction, Harrisburg, Pa.

(b) Transfer Students:

Students of approved colleges and universities will be admitted to advanced standing if their credentials so warrant. They must be in good standing and eligible to continue their studies at the institution previously attended, and have been granted an honorable dismissal. A general average of C is required of an applicant wishing to transfer. No credit shall be allowed in any subject with a grade lower than C.

Advanced standing is conditional until the student completes a minimum of one semester's work (15 semester hours). If the work proves unsatisfactory the student will be requested to withdraw.

(2) **Part Time Students:** Students carrying less than twelve hours per semester are classified as part time students. They must satisfy the entrance requirements of the school in which they are enrolled.

(3) **Special Students:** (a) Students not studying for a degree yet wishing to receive college credit must present evidence of having completed high school work before said credit will be allowed for courses pursued.

(b) Experienced persons of mature age, not candidates for degrees, may be admitted as special students, to those courses which in the judgment of the dean they are qualified to pursue with profit. In such cases the entrance requirements may be waived, but the courses pursued carry no credit.

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED SECONDARY SCHOOLS

1. Applicants should address the University Registrar to obtain the necessary application blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. Upon receipt of this application the university will obtain from the schools attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant shall be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.

3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, conducted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for all regular and special day students is held on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with his dean or advisor.

(3) Tuition and fees for the semester are payable at registration time.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) **Quality Points:** For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary grades, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

An E grade can be changed by re-examination to only D or F.

Temporary grades, E, I, X, if not removed within 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for the removal of temporary marks is announced in the university calendar.

(e) **Unit of Credit:** The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(f) **Scholastic Standing:** A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

Freshmen—Those having completed less than 30 semester hours. *Sophomores*—Those having completed 31 to 60 semester hours. *Juniors*—Those having completed 61 to 90 semester hours. *Seniors*—Those having completed 91 to 120 semester hours.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

(d) **Proficiency Tests:** Students in *all* departments of the School of Education must sustain proficiency tests in the following fields at the end of the *Sophomore* year:

1. English. 2. Speech.

Special proficiency tests are required of students in the following departments at the end of the *Sophomore* year:

A. *Music Education* and *Elementary Education* in:

1. Voice. 2. Piano.

B. *Commercial Education* in:

1. Typing. 2. Shorthand.

(e) **Practical Experience Requirements for Department of Commercial Education:**

1. Two months of store practice at places and under conditions approved by the Director of the Department.

2. Two months of secretarial or clerical experience at places and under conditions approved by the Director of the Department.

3. After the fourth semester's work has been completed, students will, on assignment, do work not to exceed two hours per week in their field in connection with the work of the institution.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

TUITION AND FEES

Tuition, per Semester Hour Credit..... \$ 8.00

The total tuition for the semester is payable at the time of registration, unless other arrangements are made through the Deferred Tuition office.

Registration Fee \$ 1.00

This non-refundable fee is charged to every student at each registration period.

Student Health Fee..... \$ 2.50

This fee includes physical examination at entrance and advice and health guidance during entire course.

Activities and Library Fee..... \$15.00

This fee gives library and gymnasium privileges, admittance to all university home athletic contests, and admittance to all regular productions of the Drama Department during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all full time students of the university.

Activities and Library Fee—Special Students, per Semester..... \$ 2.00

This fee gives library and gymnasium privileges, and admittance to all regular productions of the Drama Department and includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all special students.

Condition Examination Fee..... \$ 5.00

This fee is charged for each condition and special examination. It is payable in advance.

Change of Course Fee..... \$ 1.00

A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.

Late Entrance Fee..... \$ 5.00

A late entrance fee of \$5.00 is charged to all students registering later than the last day of the registration period.

Laboratory Breakage Deposit..... \$ 5.00

This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the Second Semester. Any charge in excess of this fee will be paid by the student.

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Laboratory Fees—

Students enrolled in the following courses will pay laboratory fees as indicated:

\$ 2.00—Commercial Education: 103, 104, 225, 226, 461

—Speech: 101, 102, 201, 202.

\$ 5.00—Biology: 101, 102, 201, 202, 301, 305, 401, 402, 406;

—Physics: 201, 202, 407, 408, 409;

—Chemistry: 204, 301, 304.

\$ 7.50—Chemistry: 101, 102, 201, 202, 401, 402.

\$10.00—Chemistry: 302.

Laboratory fees are not subject to refund.

Practice Teaching Fee..... \$25.00

This fee is charged to all students that register for practice teaching.

Summer Session per Sem. Hr. Cr..... \$ 8.00

Graduation Fees—Bachelor's Degree..... \$15.00

Master's Degree..... 25.00

Doctor's Degree..... 50.00

REFUNDS FOR WITHDRAWAL

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a refund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

Withdrawal	Refund
1st Week	90%
2nd Week	70%
3rd Week	60%
4th Week	50%
5th Week	30%
6th Week	20%
7th Week	10%
8th Week	5%

No refund will be made in the case of students who are registered on probation or who are requested to withdraw as a result of faculty action.

THE SCHOOL YEAR

The school year, which occupies 32 weeks exclusive of Christmas and Easter vacations, is divided into a First Semester and a second Semester of 16 weeks each.

CLASSES

Regular

Classes are in session for five days a week during the school year.

Special

Late afternoon and evening courses are offered by the College of Liberal Arts and Sciences, the Schools Business Administration, Music, Education, Nursing, and Graduate.

Saturday classes are offered in the College of Liberal Arts and Sciences, the Graduate School, and the Schools of Music, Education, Nursing.

DEPARTMENTS

The School of Education is divided into four departments:

- I. Department of Arts and Science.
- II. Department of Commercial Education.
- III. Department of Elementary Education.

All curricula of these departments lead to the degree of Bachelor of Education with the credentials showing the fields of specialization.

The curricula and the regulations of these departments are set forth in detail on the following pages.

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION

FRESHMAN YEAR

First Semester

			Class Hrs.	Sem. Hrs.
English	101	English Composition.....	4	4
Soc. St.	101	Social Studies.....	3	3
Relig.	101	Religion.....	2	2
Orient.	101	Orientation.....	3	2
Biol.	107	Educ. Biology.....	2	2
Mod.Lang.	101	Modern Language.....	3	3
Phys.Ed., R.O.T.C. or Eurhythmics.....			2	1
			19	17

Second Semester

English	102	English Composition.....	4	4
Soc.St.	102	Social Studies.....	3	3
Relig.	102	Religion.....	2	2
Orient.	102	Orientation.....	3	2
Biology	108	Educ. Biology.....	2	2
Mod.Lang.	102	Modern Language.....	3	3
Phys.Ed., R.O.T.C. or Eurhythmics.....			2	1
			19	17

SOPHOMORE YEAR

First Semester

English	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology.....	2	2
Relig.	201	General Ethics.....	2	2
Sociol.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
Educ.	225	History Philosophy Education.....	2	2
Phys.Ed., R.O.T.C. or Eurhythmics.....			2	1
			17	16

Second Semester

English	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
Relig.	202	General Ethics.....	2	2
Educ.	220	Educ. Sociology.....	2	2
Educ.	224	Adolescent Psychology.....	3	3
Educ.	226	History Philosophy Education.....	2	2
Phys.Ed., R.O.T.C. or Eurhythmics.....			2	1
			17	16

JUNIOR YEAR

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	343	Educational Psychology.....	3	3
Educ.	351	Educational Statistics.....	2	2
		Electives.....	8 or 9	8 or 9
			16 or 17	16 or 17

P I T T S B U R G H - P E N N S Y L V A N I A

Second Semester

			Class Hrs.	Sem. Hrs.
Educ.	355	Sensory Aids.....	2	2
Educ.	352	Tests and Measures.....	2	2
		Electives.....	12 or 13	12 or 13
			<u>16 or 17</u>	<u>16 or 17</u>

SENIOR YEAR

First Semester

Educ.		Methods.....	2	2
Educ.	460	Guidance.....	2	2
Educ.	497	Observation and Practice Teaching.....	6	6
		Electives.....	7 or 8	7 or 8
			<u>17 or 18</u>	<u>17 or 18</u>

Second Semester

Educ.	464	Mental Hygiene.....	2	2
		Electives.....	15 or 16	15 or 16
			<u>17 or 18</u>	<u>17 or 18</u>

DEPARTMENT OF MUSIC EDUCATION

The following curricula are designed:

(a) For those majoring in general school music teaching and supervision.

(b) For those majoring in instrumental school music teaching and supervision.

CURRICULA

A. GENERAL SUPERVISORS COURSE

FRESHMAN YEAR

First Semester

Biology	107	Educational Biology.....	2	2
English	101	Composition.....	4	4
Mus.Ed.	101	Eurhythmics—Fund. of Rythmic Move.....	2	2
Music	101	Major Instrument.....	1	0
Music	111	Secondary Piano (required: ½ hr. Pri. Inst.).....	1	0
Music	141	Sight Singing and Dictation.....	2	2
Music	143	Ensemble (Orchestra and Chorus).....	6	1
Music	151	History and Appreciation of Music.....	2	2
Rel.	101	General Ethics.....	2	2
Orient.	101	Orientation.....	3	2
			<u>25</u>	<u>17</u>

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

Second Semester			Class	Sem.
			Hrs.	Hrs.
Biology	108	Human Biology.....	2	2
English	102	Composition.....	4	4
Mus.Ed.	102	Eurhythmics—Fund. of Rhythmic Move.....	2	2
Music	102	Major Instrument.....	1	0
Music	112	Secondary Piano (required; ½ hr. Pri. Inst.)	1	0
Music	142	Sight Singing and Dictation.....	2	2
Music	144	Ensemble (Orchestra and Chorus).....	6	1
Music	152	History and Appreciation of Music.....	2	2
Rel.	102	General Ethics.....	2	2
Orient.	102	Orientation.....	3	2

SOPHOMORE YEAR

25 17

First Semester

Soc.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
English	207	Philosophy of Literature.....	4	4
Mus.Ed.	221	Eurhythmics—Rhythmic Problems.....	2	2
Music	201	Major Instrument.....	1	0
Music	211	Secondary Piano (required; ½ hr. Pri. Inst.)	1	0
Music	231	Harmony.....	2	2
Music	242	Ensemble (Orchestra and Chorus).....	6	1
Music	251	History and Appreciation of Music.....	2	2
Rel.	101	General Ethics.....	2	2
Phil.	201	Logic and Epistemology.....	2	2

27 20

Second Semester

Educ.	220	Educational Sociology.....	2	2
Sec.Ed.	224	Adolescent Psychology for Teachers.....	3	3
English	208	Philosophy of Literature.....	4	4
Mus.Ed.	222	Eurhythmics—Rhythmic Problems.....	2	2
Music	201	Major Instrument.....	1	0
Music	212	Secondary Piano (required; ½ hr. Pri. Inst.)	1	0
Music	232	Harmony.....	2	2
Music	244	Ensemble (Orchestra and Chorus).....	6	1
Music	252	History and Appreciation of Music.....	2	2
Rel.	102	General Ethics.....	2	2
Phil.	202	Logic and Epistemology.....	2	2

JUNIOR YEAR

27 20

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	351	Educational Statistics.....	2	2
Mus.Ed.	326	Rote Songs.....	2	2
Mus.Ed.	341	Eurhythmics—Improvisation.....	2	2
Mus.Ed.	343	Methods (with Obs.—Prim. & Inter.).....	2	2
Mus.Ed.	397	Apprentice Teaching & Obs. Elementary.....	3	1
Music	301	Major Instrument.....	1	1
Music	331	Harmony.....	2	2
Music	343	Ensemble (Orchestra and Chorus).....	6	1
Music	345	Voice Class.....	1	1
Music	355	Score Analysis.....	1	1
Music	381	Instrumental Class.....	1	1

26 19

Second Semester

			Class Hrs.	Sem. Hrs.
Educ.	352	Tests & Measurements.....	2	2
Educ.	355	Sensory Aids in Teaching.....	2	2
Mus.Ed.	342	Eurhythmics—Improvisation.....	2	2
Mus.Ed.	344	Methods (with Obs.—Jr. & Sr. High School)	2	2
Mus.Ed.	398	Appren. Teach. & Obs. Jr., Sr. High School	3	1
Music	302	Major Instrument.....	1	1
Music	332	Harmony.....	2	2
Music	344	Ensemble (Orchestra and Chorus).....	6	1
Music	346	Voice Class.....	1	1
Music	356	Score Analysis.....	1	1
Music	382	Instrumental Class.....	1	1
			24	16

SENIOR YEAR

First Semester

Mus.Ed.	463	Methods Music Appreciation (with Obs.).....	2	2
Mus.Ed.	497	Practice Teaching with Conference.....	6	3
Music	401	Major Instrument.....	1	1
Music	431	Counterpoint.....	2	2
Music	443	Ensemble (Orchestra and Chorus).....	6	1
Music	445	Voice Class.....	1	1
Music	457	Musical Aesthetics.....	1	1
Music	377	Conducting and Technique of Instrument....	1	1
Music	481	Instrumental Class.....	1	1
			21	13

Second Semester

Mus.Ed.	464	Technique of Supervision.....	1	1
Mus.Ed.	466	Community Music.....	1	1
Mus.Ed.	498	Practice Teaching and Conference.....	6	3
Music	402	Major Instrument.....	1	1
Music	432	Counterpoint.....	2	2
Music	444	Ensemble (Orchestra and Chorus).....	6	1
Music	446	Voice Class.....	1	1
Music	458	Musical Aesthetics.....	1	1
Music	378	Conducting and Technique of Instrument....	1	1
Music	482	Instrumental Class.....	1	1
			21	13

All students of Music Participate in Ensemble work during the entire four years.

B. INSTRUMENTAL SUPERVISION

Follow Music Education curriculum with exception of Electives.

For these are supplied eight semesters in Instrumental Technique, to give students an elementary technique in the playing of instruments other than the major instrument. Instruction is given in small groups of three or four, so that adequate attention can be given to each student.

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

The courses for the training of teachers and supervisors of music have been recognized and approved by the State Council of Education.

By special arrangement with the Board of Public Education of Pittsburgh, students of the Duquesne University School of Education who are preparing to become School Music Supervisors or School Music Instrumental Supervisors, are permitted to gain valuable training in the teaching of music to public school children. In the third year of their courses, six hours a week are spent in observation. In the fourth year, six hours a week are devoted to actual teaching under the direction of trained teachers and supervisors.

IV. DEPARTMENT OF ELEMENTARY EDUCATION

The following curricula are designed to train teachers for

- A. The Nursery-Kindergarten-Primary Field.
- B. The Intermediate Field.
- C. The Junior High School Field.
- D. General Elementary Field.

A. NURSERY-KINDERGARTEN-PRIMARY

FRESHMAN YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Biol.	107	Educational Biology.....	2	2
English	101	English Composition.....	4	4
El.Ed.	109	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	101	Eurhythmics.....	2	1
El.Ed.	141	Sight Singing.....	2	1
El.Ed.	101	Art Fundamentals.....	4	2
Orient.	101	Orientation.....	3	2
Relig.	101	General Ethics.....	2	2
El.Ed.	105	Arithmetic I.....	2	2
			23	18

Second Semester

Biol.	108	Educational Biology.....	2	2
English	102	English Composition.....	4	4
El.Ed.	110	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	102	Eurhythmics.....	2	1
El.Ed.	102	Art Fundamentals.....	4	2
El.Ed.	142	Sight Singing.....	2	1
Orient.	102	Orientation.....	3	2
Relig.	102	General Ethics.....	2	2
			21	16

SOPHOMORE YEAR

First Semester

			Class Hrs.	Sem. Hrs.
English	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology.....	2	2
El.Ed.	221	Choral Speaking.....	2	1
Mus.Ed.	221	Eurhythmics.....	2	1
El.Ed.	223	Class Piano.....	2	1
El.Ed.	225	Handicrafts.....	4	2
Relig.	102	General Ethics.....	2	2
Sociol.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
			23	18

Second Semester

English	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
El.Ed.	222	Dramatics for Grades.....	2	2
Mus.Ed.	222	Eurhythmics.....	2	1
El.Ed.	226	Handicrafts.....	4	2
El.Ed.	224	Class Piano.....	2	1
Educ.	220	Educational Sociology.....	2	2
El.Ed.	103	Library Activities.....	2	1
El.Ed.	230	Child Psychology.....	3	3
			23	18

JUNIOR YEAR

First Semester

Mus.Ed.	341	Eurhythmics.....	2	1
El.Ed.	345	Art Methods.....	2	2
El.Ed.	342	Auditorium Activities.....	2	2
Mus.Ed.	326	Rote Songs.....	2	2
Educ.	351	Educational Statistics.....	2	2
El.Ed.	108	Children's Lit. and Story Telling.....	3	3
El.Ed.	343	Methods.....	2	2
Educ.	341	Introduction to Teaching.....	3	3
			18	17

Second Semester

Biol.	319	Nature Study.....	3	3
Mus.Ed.	342	Eurhythmics.....	2	1
El.Ed.	461	Music and the Child.....	2	2
Educ.	352	Tests and Measures.....	2	2
Educ.	355	Sensory Aids.....	2	2
El.Ed.	346	Art Methods.....	2	2
El.Ed.	344	Methods.....	2	2
El.Ed.	106	Nursing School, Kdg. Primary Theory.....	2	2
			17	16

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

SENIOR YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Mus.Ed.	461	Eurhythmics.....	2	1
El.Ed.	471	Art Appreciation.....	2	2
El.Ed.	473	Methods.....	3	3
El.Ed.	463	Child Guidance.....	2	2
El.Ed.	347	Pre-School Child.....	2	2
El.Ed.	234	Child and Curriculum.....	2	2
Hist.	301	U. S. History.....	2	2
El.Ed.	229	Progressive Trends in Elementary Education	2	2
			17	16

Second Semester

El.Ed.	498	Practice Teaching.....	15	10
Hist.	302	U. S. History.....	2	2
Educ.	464	Mental Hygiene.....	2	2
			19	14

INTERMEDIATE

FRESHMAN YEAR

First Semester

Biol.	107	Educational Biology.....	2	2
English	101	English Composition.....	4	4
El.Ed.	109	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	101	Eurhythmics.....	2	1
El.Ed.	141	Sight Singing.....	2	1
El.Ed.	101	Art Fundamentals.....	4	2
Orient.	101	Orientation.....	3	2
Relig.	101	General Ethics.....	2	2
El.Ed.	105	Arithmetic I.....	2	2
			23	18

Second Semester

Biol.	108	Educational Biology.....	2	2
English	102	English Composition.....	4	4
El.Ed.	110	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	102	Eurhythmics.....	2	1
El.Ed.	102	Art Fundamentals.....	4	2
El.Ed.	142	Sight Singing.....	2	1
Orient.	102	Orientation.....	3	2
Relig.	102	General Ethics.....	2	2
El.Ed.	112	Geography I.....	2	2
			23	18

P I T T S B U R G H - P E N N S Y L V A N I A

SOPHOMORE YEAR

First Semester

			Class Hrs.	Sem. Hrs.
English	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology.....	2	2
El.Ed.	221	Choral Speaking.....	2	1
Mus.Ed.	221	Eurhythmics.....	2	1
El.Ed.	223	Class Piano.....	2	1
El.Ed.	225	Handicrafts.....	4	2
Relig.	102	General Ethics.....	2	2
Sociol.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
			23	18

Second Semester

English	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
El.Ed.	222	Dramatics for Grades.....	2	2
Mus.Ed.	222	Eurhythmics.....	2	1
El.Ed.	226	Handicrafts.....	4	2
El.Ed.	224	Class Piano.....	2	1
Educ.	220	Educational Sociology.....	2	2
El.Ed.	103	Library Activities.....	2	1
El.Ed.	230	Child Psychology.....	3	3
			23	18

JUNIOR YEAR

First Semester

Mus.Ed.	341	Eurhythmics.....	2	1
El.Ed.	345	Art Methods.....	2	2
El.Ed.	353	Methods.....	2	2
El.Ed.	342	Auditorium Activities.....	2	2
Educ.	351	Educational Statistics.....	2	2
El.Ed.	108	Child, Literature and Story Telling	3	3
Educ.	341	Introduction to Teaching.....	3	3
Educ.	343	Educational Psychology.....	3	3
			19	18

Second Semester

Biol.	319	Nature Study.....	3	3
Mus.Ed.	342	Eurhythmics.....	2	1
El.Ed.	461	Music and the Child.....	2	2
Educ.	352	Tests and Measures.....	2	2
Educ.	355	Sensory Aids.....	2	2
El.Ed.	346	Art Methods.....	2	2
El.Ed.	352	Methods.....	3	3
El.Ed.	351	World Problems in Geography.....	3	3
			19	18

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

SENIOR YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Mus.Ed.	461	Eurhythmics.....	2	1
El.Ed.	471	Art Appreciation.....	2	2
El.Ed.	479	Methods.....	3	3
El.Ed.	229	Progressive Trends in Elementary Educ.....	2	2
Hist.	301	U. S. History.....	2	2
El.Ed.	463	Child Guidance.....	3	3
El.Ed.	475	Methods.....	3	3
			17	16

Second Semester

Educ.	464	Mental Hygiene.....	2	2
El.Ed.	498	Obs., Prac. Teaching and Conf.....	15	10
Hist.	302	U. S. History.....	2	2
			19	14

JUNIOR HIGH SCHOOL CURRICULUM

1940-1941

FRESHMAN YEAR

First Semester

Biol.	107	Educational Biology.....	2	2
English	101	English Composition.....	4	4
El.Ed.	109	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	101	Eurhythmics.....	2	1
El.Ed.	141	Sight Singing.....	2	1
El.Ed.	101	Art Fundamentals.....	4	2
Orient.	101	Orientation.....	3	2
Rel.	101	General Ethics.....	2	2
El.Ed.	105	Arithmetic I.....	2	2
			23	18

Second Semester

Biol.	108	Educational Biology.....	2	2
English	102	English Composition.....	4	4
El.Ed.	110	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	102	Eurhythmics.....	2	1
El.Ed.	102	Art Fundamentals.....	4	2
El.Ed.	142	Sight Singing.....	2	1
Orient.	102	Orientation.....	3	2
Rel.	102	General Ethics.....	2	2
El.Ed.	112	Geography I.....	2	2
			23	18

SOPHOMORE YEAR

First Semester

			Class Hrs.	Sem. Hrs.
English	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology	2	2
El.Ed.	221	Choral Speaking.....	2	1
Mus.Ed.	221	Eurhythmics.....	2	1
El.Ed.	223	Class Piano.....	2	1
El.Ed.	225	Handicrafts.....	4	2
Rel.	102	General Ethics.....	2	2
Soc.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
			23	18

Second Semester

English	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
El.Ed.	222	Dramatic for Grades.....	2	2
Mus.Ed.	222	Eurhythmics.....	2	1
El.Ed.	226	Handicrafts.....	4	2
El.Ed.	224	Class Piano.....	2	1
Educ.	220	Educational Sociology.....	2	2
El.Ed.	103	Library Activities.....	2	1
El.Ed.	230	Child Psychology.....	3	3
			23	18

JUNIOR YEAR

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	343	Educational Psychology.....	3	3
Educ.	351	Educational Statistics.....	2	2
Mus.Ed.	341	Eurhythmics-Improvisation	2	1
		First Elective Field	3	3
		Second Elective Field.....	3	3
		Free Elective.....	2	2
			18	17

Second Semester

Educ.	358	Fundamental Techniques of Teaching	2	2
Educ.	352	Tests and Measurements.....	2	2
Educ.	355	Sensory Aids in Teaching.....	2	2
Mus.Ed.	342	Eurhythmics-Improvisation	2	1
		First Elective Field.....	3	3
		Second Elective Field	3	3
		Free Elective.....	3	3
			17	16

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

SENIOR YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Hist.	301	U. S. History.....	2	2
Educ.		Methods (with Obs.).....	2	2
El.Ed.	463	Child Guidance.....	3	3
Mus.Ed.	461	Eurhythmics Method (Obs.).....	2	1
		Free Elective Field.....	3	3
		First Elective Field.....	3	3
		Second Elective Field.....	3	3
			19	17

Second Semester

Educ.	464	Mental Hygiene.....	2	2
El.Ed.	498	Obs., Practical Teaching and Conf.....	15	10
Hist.	302	U. S. History.....	2	2
			19	14

GENERAL ELEMENTARY

FRESHMAN YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Biol.	107	Educational Biology.....	2	2
English	101	English Composition.....	4	4
El.Ed.	109	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	101	Eurhythmics.....	2	1
El.Ed.	141	Sight Singing.....	2	1
El.Ed.	101	Art Fundamentals.....	4	2
Orient.	101	Orientation.....	3	2
Relig.	101	General Ethics.....	2	2
El.Ed.	105	Arithmetic I.....	2	2
			23	18

Second Semester

Biol.	108	Biology.....	2	2
English	102	English Composition.....	4	4
El.Ed.	110	Speech Training in Elementary Grades.....	2	2
Mus.Ed.	102	Eurhythmics.....	2	1
El.Ed.	102	Art Fundamentals.....	4	2
El.Ed.	142	Sight Singing.....	2	1
Orient.	102	Orientation.....	3	2
Relig.	102	General Ethics.....	2	2
El.Ed.	112	Geography I.....	2	2
			23	18

SOPHOMORE YEAR

First Semester

			Class Hrs.	Sem. Hrs.
English	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology	2	2
El.Ed.	221	Choral Speaking.....	2	1
Mus.Ed.	221	Eurhythmics.....	2	1
El.Ed.	223	Class Piano.....	2	1
El.Ed.	225	Handicrafts.....	4	2
Relig.	102	General Ethics.....	2	2
Sociol.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
			23	18

Second Semester

English	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
El.Ed.	222	Dramatics for Grades.....	2	2
Mus.Ed.	222	Eurhythmics.....	2	1
El.Ed.	226	Handicrafts.....	4	2
El.Ed.	224	Class Piano.....	2	1
Educ.	220	Educational Sociology.....	2	2
El.Ed.	103	Library Activities.....	2	1
El.Ed.	230	Child Psychology.....	3	3
			23	18

JUNIOR YEAR

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	343	Educational Psychology.....	3	3
Educ.	351	Educational Statistics.....	2	2
El.Ed.	343	Methods.....	2	2
Mus.Ed.	341	Eurhythmics.....	2	1
El.Ed.	345	Art Methods.....	2	2
El.Ed.	342	Auditorium Activities.....	2	2
El.Ed.	108	Child Literature, Story Telling.....	3	3
			19	18

Second Semester

Biol.	319	Nature Study.....	3	3
Educ.	352	Tests and Measures.....	2	2
Educ.	355	Sensory Aids.....	2	2
El.Ed.	352	Methods.....	3	3
El.Ed.	343	Methods.....	3	3
Mus.Ed.	342	Eurhythmics.....	2	1
El.Ed.	344	Methods.....	2	2
			17	16

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION

SENIOR YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Hist.	301	U. S. History.....	2	2
El.Ed.	473	Methods.....	3	3
El.Ed.	463	Child Guidance.....	3	3
El.Ed.	475	Methods.....	3	3
El.Ed.	479	Methods.....	3	3
El.Ed.	229	Progressive Trends in Elementary Educ.	2	2
Mus.Ed.	461	Eurhythmics.....	2	1
			18	17

Second Semester

Educ.	464	Mental Hygiene.....	2	2
El.Ed.	498	Obs., Prac. Teaching and Conf.....	15	10
Hist.	302	U. S. History.....	2	2
			19	14

COMMERCIAL EDUCATION CURRICULUM

1940-1941

FRESHMAN YEAR

First Semester

Eng.Comp.	101	English Composition.....	4	4
Orient.	101	Freshman Orientation.....	3	2
Biol.	107	Educational Biology.....	2	2
Rel.	101	General Ethics.....	2	2
Soc.St.	101	Social Studies.....	2	2
		Phys. Ed., R.O.T.C., or Eurhythmics.....	2	1
Com.Ed.	101	Shorthand.....	3	3
Com.Ed.	103	Typewriting.....	3	2
			21	18

Second Semester

Eng.Comp.	102	English Composition.....	4	4
Orient.	102	Freshman Orientation.....	3	2
Biol.	108	Human Biology.....	2	2
Rel.	102	General Ethics.....	2	2
Soc.St.	102	Social Studies.....	2	2
		Phys. Ed., R.O.T.C., or Eurhythmics.....	2	1
Com.Ed.	102	Shorthand.....	3	3
Com.Ed.	104	Typewriting.....	3	2
			21	18

SOPHOMORE YEAR

First Semester

Soc.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
Eng.	201	Philosophy of Literature.....	4	4
Phil.	201	Logic and Epistemology.....	2	2
Rel.	201	General Ethics.....	2	2
Com.Ed.	223	Shorthand.....	3	3
Soc.Ed.	225	History and Philosophy Education.....	2	2
			18	18

P I T T S B U R G H - P E N N S Y L V A N I A

Second Semester

			Class Hrs.	Sem. Hrs.
Educ.	220	Educational Sociology.....	2	2
Sec.Educ.	224	Adolescent Psychology.....	3	3
Eng.	202	Philosophy of Literature.....	4	4
Phil.	202	Logic and Epistemology.....	2	2
Rel.	202	General Ethics.....	2	2
Sec.Educ.	226	History and Philosophy Education.....	2	2
Com.Ed.	225	Typewriting.....	3	2
			18	17

JUNIOR YEAR

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	343	Educational Psychology.....	3	3
Educ.	351	Educational Statistics.....	2	2
Acctg.	201	Bookkeeping and Accounting.....	4	3
Com.Ed.	356	Secretarial Off. Pr., or		
Com.Ed.	105	Business Arithmetic.....	3	3
Com.Ed.	352	Meth. Com. Subj. (with Obs.).....	3	3
			18	17

Second Semester

Educ.	352	Test and Measurements.....	2	2
Educ.	355	Sensory Aids.....	2	2
Acctg.	202	Bookkeeping and Accounting.....	4	3
Com.Ed.	358	Business English.....	2	2
Com.Ed.	354	Meth. Jr. Business Training.....	3	3
Comm.	421	Principles of Salesmanship.....	3	3
Com.Ed.	461	Bus. Mathematics and Mach. Cal.....	3	3
Com.Ed.	106	or Business Writing		
			19	18

SENIOR YEAR

First Semester

Com.Ed.	497	Obs., Principles Tchg. and Conf.....	9	6
Bus.Law	301	Business Law.....	3	3
Acctg.	303	Principles of Accounting.....	4	3
Comm.	101	Economic Geography.....	3	3
			19	15

Second Semester

Bus.Law	302	Business Law.....	3	3
Acctg.	304	Principles of Accounting.....	4	3
Educ.	464	Mental Hygiene for Teachers.....	2	2
Com.Ed.	498	Principles of Teaching, Obs. and Conf.....	9	6
Comm.	102	Economic Geography.....	3	3
			21	17

FIVE YEAR CURRICULUM

In addition to the Four Year Curriculum there is a Five Year Optional Curriculum offered leading to the Bachelor of Education and the Master of Education degrees. This Curriculum is as follows:

First year same as in the four year curriculum, see page 18.

Second year same as in the four year curriculum, see page 18.

Third year same as in the four year curriculum, see page 18.

Fourth and fifth years: The student should consult with the Dean of the School of Education for information on the course of study.

DESCRIPTION OF COURSES

INTRODUCTORY

The courses of instruction are numbered in accordance with a plan uniform throughout the university. Odd numbers indicate courses given in the first semester, from September to February; even numbers indicate those given in the second semester from February to June. Courses designated in pairs, viz. "101, 102," "307, 308", run through the school year.

Courses numbered 100 are Freshman courses; 200, Sophomore courses; 300, Junior courses; 400, Senior courses. In general, students should register only for courses numbered according to their scholastic status, except in the cases of certain 300 courses which rotate yearly with certain 400 courses. Courses numbered 500 are primarily graduate courses, but Seniors may, with permission of the dean, be admitted.

The courses listed in this catalogue are those available during the academic year 1940-41. Figures in parenthesis refer to former course number as listed in previous catalogues.

EDUCATION

220 (20). Educational Sociology. This course is designed to give the pupil an understanding of the relationships between the individual and society and to study the education that is given by the various agencies and institutions of society, such as, the family, the play group, the business group, the service clubs, the school in the city and the country, etc. Class, *Two hours*. Credit, *Two hours*. Prerequisite: Soc. 101. MR. SAVULAK.

223 (23). General Psychology for Teachers. This course is designed to give the essential laws and principles of human behavior. There will be a discussion of the methods of psychology; the fundamental native reactions; emotional life; mental life, including imagination, thinking, reasoning, and concepts and judgments; sensations; perceptions; adjustment; and person-

ality. This course is the foundation for other courses in psychology, such as, Adolescent Psychology, or Child Psychology, Educational Psychology, Abnormal Psychology, etc. Class, *Three hours*. Credit, *Three hours*. Prerequisite: Biol. 107, 108. MR. SAVULAK.

225, 226 (3). History and Philosophy of Education. This course is a study of the principles and means, the aims and the methods by which each generation in the past has tried to train and equip the succeeding generation for the business of living. It is intended to be of positive assistance to the prospective teacher in developing the conviction that education is a fundamental and necessary activity of man and that teaching is essentially a high profession. The criterion for the selection of the material has been the systems of education of those nations and cultures which have contributed directly in some way to the educational ideals and practices of the Western world, America, and, in particular, the Commonwealth of Pennsylvania. Class, *Four hours*. Credit, *Four hours*. MR. KLEYLE.

341 (7). Introduction to Teaching. This is an orientation course designed to give the student of education a general introductory survey of the field of education and the teaching process by presenting briefly the main plans for the organization of education; the place and importance of education in our national life; the important present day problems of education as they relate to the pupil, the teacher, and the parents; the general nature of the learning and the teaching processes; the educational reorganizations now under way; the scope of our school systems; and the more important present-day problems of our educational work. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Biology 107, 108, Educ. 223. MR. KLEYLE.

343 (26). Educational Psychology. A study of the psychology of learning. The topics covered include theories of learning; fundamental nature of the process; levels on which learning occurs; principles of learning; types of learning; motivation and learning. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Biol. 107, 108; Ed. 223; Sec. Ed. 224, or El. Ed. 230. MR. PIERCE.

351 (51). Educational Statistics. This course is designed to put the pupil in possession of the various statistical techniques to be used in education; the making and uses of graphs; the computations of the various averages, measures of variation, and the coefficient of correlation; and to give an understanding of the application of these techniques in educational problems. Class, *Two hours*. Credit, *Two hours*. MR. SAVULAK.

352 (50). Tests and Measurements. The purpose of this course is to study the growth and development of the testing movement; the aim of measurement; the construction of tests; the evaluation of standardized tests; and the development of a wholesome philosophy toward tests and their results. This course will be developed around the individual student's major subject. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Ed. 225-226; 343; 351. MR. SAVULAK.

355 (55). Sensory Aids in Learning. The course emphasizes the use of sensory techniques (stereoscope, stereopticon, opaque projector, motion picture, radio, maps, globes, models, charts, school journeys, etc.) as supplementary aids to teaching at the various levels of instruction. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Biol. 107, 108; Ed. 223; Sec. Ed. 224 or El. Ed. 230; Ed. 343. MR. PIERCE.

460. Vocational and Educational Guidance. This course deals with the need for guidance brought about by changing standards of living and conditions in labor and industry. The purpose and meaning of guidance

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is treated next, discussion given to many of the misconceptions of actual guidance work. Both positive and negative forms of vocational guidance are discussed and throughout the course continued emphasis is made to show the class that individual achievement and success depends more upon the efforts of the individual than upon any direct vocational teaching or advice by the counsellor. Basic text: "Principles of Guidance" by Jones. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Ed. 223 and 343. MR. PIERCE.

464. Mental Hygiene. The function of the teacher in fostering the growth of a wholesome outlook on life's problems and difficulties in his pupils through the most worthy techniques available. Illustrations chosen from actual classroom and pupil situations. The influence of various extra-school agencies in promoting mental health. The responsibilities of the home and the church. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Ed. 223; Sec. Ed. 224 or El. Ed. 230. MR. TURLEY.

SECONDARY EDUCATION

224 (24). Adolescent Psychology for Teachers. This course is designed to give the prospective teacher the underlying principles governing the adolescent's development physically, mentally, morally, emotionally, and socially; to study the various problems of behavior that arise from the accelerated growth; the adolescent's interests; the adolescent and his home; the adolescent and the school; delinquency; and the hygiene of the adolescent; and to develop attitudes and techniques for the solution of problems concerning the adolescent as a member of a class in school. Class, *Three hours*. Credit, *Three hours*. Prerequisite: Ed. 223. MR. SAVULAK.

382 (30). Principles of Secondary Education. The purpose of this course is to make a study of the American secondary school; its background; organization; growth and development; aims; functions; comparison with schools of other countries; and its curricula and their objectives. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Ed. 220; 225, 226; 341. MR. SAVULAK.

472 (114). Methods in English. A comprehensive study of the objectives, methods and materials of the teaching of English in secondary schools. Lectures, projects and collateral reading illustrate the methods used in teaching the various types of literature and composition. Class, *Two hours*. Credit, *Two hours*. MR. TURLEY.

474 (111). Methods in Science. The course surveys the objectives and practices in science offerings at the elementary, intermediate, and secondary levels of instruction. Directed visits to high school science classrooms provide an opportunity to evaluate the techniques observed in the light of the best educational philosophy and Theory. Class, *Two hours*. Credit, *Two hours*. Prerequisite: open only to Seniors who get the approval of the Dean of the School of Education. DR. MULDOON.

476 (116). Methods in Mathematics. This course is of practical and immediate use to teachers of high school mathematics. Emphasis is continuously placed upon effective methods for the presentation of algebra and geometry. Class, *Two hours*. Credit, *Two hours*. MR. DEAN.

478 (112). Methods in History. This course involves the study of the history recitation, special procedure in a history class, written work, term paper, and the permanent note book in history; also the measuring of results of history teaching, library and collateral reading problems, teaching

current events in connection with high school history, lesson planning, teaching the pupil how to study history and a general observation of the high school history teacher. Lecture and recitation. Class, *Two hours*. Credit, *Two hours*. MR. PRICE.

480 (117). Methods in Latin. The aim of this course is to acquaint the prospective teacher with the most modern and efficient methods of teaching Latin to the high school student. The work of this course includes a text-book, lectures and class discussions concerning the place and purpose of Latin in the secondary school; an evaluation of methods and teaching materials; procedures used in the motivation of Latin; the objectives of Latin and methods in the development of Latin Prose composition. Class, *Two hours*. Credit, *Two hours*. MR. TURLEY.

482 (115). Methods in Modern Languages. The course deals with problems of contemporary technique in the classroom. The main subjects treated are the teaching of oral work, classroom phonetics, vocabulary, choice and use of reading material, written work, grammar. Prerequisite: *Two years of modern language*. Class, *Two hours*. Credit, *Two hours*. Staff.

484. The High School Curriculum. Current tendencies in the modification of high school subjects are studied and evaluated in the light of generally accepted principles of education. Analysis of adult activities of present needs, interest and activities of high school pupils. Class, *Two hours*. Credit, *Two hours*. MR. PIERCE.

497 (99). Observation and Conference. (See department head.)

498 (99). Practice Teaching and Conference. (See department head.)

COMMERCIAL EDUCATION

101 (6). Shorthand Theory. This course covers the theory, principles, and subject matter for the first semester of Gregg shorthand. Class, *Three hours*. Credit, *Three hours*. Prerequisites: none. DR. WORLEY, MISS HODEL.

102 (6). Shorthand Theory. Continuation of theory, principles, and subject matter covered in the first semester, completing the work of the first year in Gregg shorthand. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Com. Ed. 101. DR. WORLEY, MISS HODEL.

103 (7). Typewriting Theory. This course deals with the mastery of machine operations, keyboard reaches, and keyboard control. It has been prepared exclusively for students on the collegiate level—beyond the high school. The whole emphasis is on *doing*. Class, *Three hours*. Credit, *Two hours*. Prerequisites: none. MISS HODEL.

104 (8). Typewriting Theory. Development of speed, timed tests, speed and accuracy charts, centering of material. Class, *Three hours*. Credit, *Two hours*. Prerequisites: Com. Ed. 103. MISS HODEL.

105 (14). Business Arithmetic. The purpose of this course is to develop accuracy in the fundamental mathematical operations found in business practice, and to make a progressive study of advanced methods as applied to business practice. All of the mathematics required for ordinary accounting, and office work, will be included in this course. Class, *Three hours*. Credit, *Three hours*. Prerequisites: none. DR. WORLEY.

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106 (5). Business Writing. Skill in the habitual use of plain business writing and a mastery of the technique of teaching the subject to groups of the several intelligence ages constitute the aims of this course. Every student is required to qualify for the Teacher's Certificate in Business Writing. Class, *Three hours*. Credit, *Three hours*. Prerequisites: none. DR. WORLEY.

223 (23). Advanced Shorthand Theory. Review, drill, and application of the theory and principles developed during the first year, through dictation and transcription. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Com. Ed. 101, 102. DR. WORLEY, MISS HODEL.

225 (25). Typewriting Theory. This course deals with the typing of letters and forms used in the business office. Emphasis is placed upon the placement of the letter, as well as upon the various styles of business letters, and envelope addressing. Class, *Three hours*. Credit, *Two hours*. Prerequisites: Com. Ed. 104. MISS HODEL.

352 (62). Methods of Teaching Commercial Subjects. The purpose of this course is to make an intense study of the psychology and method of teaching three of the most common commercial subjects. Eighteen lessons each will be devoted to methods in bookkeeping, methods in shorthand, and methods in typewriting. Class, *Three hours*. Credit, *Three hours*. Prerequisite: Ed. 343. DR. WORLEY.

354 (87). Methods of Teaching Junior Business Training. Designed for experienced as well as inexperienced teachers. Methods of conducting the classes; motivation; observing modern principles of education; demonstration classes. The first part of the course deals with business arithmetic and corrective penmanship, while the latter part of the course deals with the principles and practice parts of junior business training, with emphasis upon the consumer's point of view. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Ed. 343. DR. WORLEY.

356 (56). Secretarial Office Practice. This course is a *Finishing Course* in shorthand, typewriting, and office procedure. Instead of studying in the fundamentals, the student applies what has been learned and carries out the duties demanded of a secretary in business. Emphasis is placed upon business behavior, opportunities and job requirements for both men and women. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Com. Ed. 223, 225, 226. MISS HODEL.

358 (58). Business English. This course seeks to emphasize those essential elements which are necessary for the construction of the commercial letter. After the various points are discussed, opportunity for application is provided through dictation, and transcription at the typewriter. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Com. Ed. 101, 102, 223. DR. WORLEY.

461 (27). Business Mathematics and Machine Calculations. After a mastery of Business Arithmetic, this course affords an opportunity to apply the fundamental knowledge through the use of the more commonly used office machines. Strictly a machine laboratory course. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Com. Ed. 105. DR. WORLEY.

497 (99). Observation and Conference. (See department head.)

498 (99). Practice Teaching and Conference. (See department head.)

MUSIC EDUCATION

101, 102 (50, 51). Eurhythmics—Fundamentals of Rhythmic Movement. The study of musical rhythm by means of physical movement. The fundamentals of musical rhythm: pulse, meter, note-values, also the expressive qualities of music, such as tempo, dynamics and phrasing are realized and expressed through body movement. Credit, *Four hours*. MRS. DORSCH.

221, 222 (52, 53). Eurhythmics—Rhythmic Problems. A further study of musical rhythm with particular reference to rhythmic problems such as syncopation, augmentation and diminution, irregular measures, and musical form. Credit, *Four hours*. Prerequisites: Mus. Ed. 101, 102. MRS. DORSCH.

223. Class Piano. A course of instruction in piano designed to meet the needs of teachers of music in the Nursery, Kindergarten, and Elementary grades. This course will begin with the fundamentals of piano technique and build toward the execution of accompaniments and easy instrumental music necessary to the teaching of percussion band and training in rhythms. Class, *Two hours*. Credit, *One hour*. MRS. HOUGGY.

326. Rote Songs. The young child's voice and vocal problems involved. Rote songs and their presentation. Analysis and choice of material. Creative effort as represented through song, toy orchestra. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102; 221, 222; 223. MRS. HOUGGY.

341, 342 (54, 55). Eurhythmics—Improvisation for Rhythmic Movement. The application of Dalcroze Eurhythmics to the creative study of the keyboard. This course enables the student to improvise simple melodies at the piano, to harmonize folk-melodies at sight effectively and to accompany rhythmic movement and creative projects as developed in the schools. Credit, *Four hours*. Prerequisites: Mus. Ed. 101, 102; 221, 222. Credit, *Two hours*. MRS. DORSCH.

343 (92, 93). Methods (with Observation—Primary and Intermediate). Special emphasis upon song material and correct singing; curing of monotones; introduction of note reading through the observation method; creative music; eurhythmic; notation of toy orchestra parts; rhythmic problems; and teaching of two part music; intensive study of the major, minor and chromatic scales; introduction of three-part singing; music appreciation by song and phonograph. Prerequisites: Mus. Ed. 101, 102; 221, 222. Credit, *Two hours*. MISS MALADEY.

344 (94). Methods (with Observation—Junior and Senior High School). Voice testing; proper guidance of the individual voices at the period of change alone requires small group work; school room orchestra or general orchestra work; continued study of design and appreciation through the medium of vocal and instrumental music; special list for "a capella" choruses. Credit, *Two hours*. Prerequisites: Mus. Ed. 101, 102; 221, 222; 343, 397. MISS MALADEY.

397, 398 (100). Apprentice Teaching. This course enables students the junior year, through conference and supervised visits to the local Public School system, to see demonstrated all phases of Music Education both in Elementary and Secondary schools. Credit, *Two hours*. MRS. HOUGGY.

461 (56, 57). Eurhythmics—Methods. The study of Dalcroze eurhythmics from the point of view of methods and materials. The class-work consists of the planning and presentation of lessons in rhythmic movement, continued

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study of improvisation together with the study and use of percussion instruments in the schools. Class-work is supplemented by observation of rhythmic activities as carried on in schools and social agencies. Credit, *Four hours*. Prerequisites: Mus. Ed. 101, 102; 221, 222; 341, 342. MRS. DORSCH. The work is outlined to cover the following fields of education.

Kindergarten—Primary. Here the emphasis is placed on student participation in and presentation of games and rhythmic activities suitable for children of kindergarten—primary age.

Intermediate Grades. For students of Intermediate Education the class work consists of the study and development (students plan and present) of rhythmic exercises, both physical and instrumental (percussion and toy orchestra instruments).

Junior High School. The class work consists of rhythmic exercises and devices for music instruction in the Junior High School.

Music Education. The emphasis is placed on improvisation and the planning and presentation of creative projects as developed in the schools.

463 (98). Methods Music Appreciation. Song, piano, and phonograph are the means of developing understanding and love of music; design as an aid to appreciation; analysis of the forms of musical composition; selection of appropriate songs and composition. Credit, *Two hours*. MISS MALADEY.

464. Techniques of Supervision. (Professional ethics applied.) Loyalty to profession; professional atmosphere; supervisor's perils; ability to discipline; supervisor's qualifications. Credit, *One hour*. MISS MALADEY.

466. Community Music. Community singing as it exists today, Philosophy of mass singing. Organizing group singing in factories, churches, boy scouts and choral societies. Organizing community music programs. Songs suitable for the different groups. Credit, *One hour*. MISS MALADEY.

497, 498 (102). Practice Teaching. A plan of cooperation with the local Public School system whereby six hours each week are spent in supervised teaching in Elementary and Secondary Schools. This experience is supplemented by conference both general and individual. Credit, *Six hours*. Prerequisites: Mus. Ed. 101, 102; 221, 222; 341, 342; 343, 344; 397, 398. MRS. HOGGY.

ELEMENTARY EDUCATION

101 (40). Art Fundamentals. Provides the student with methods of drawing from memory, developing the power of free self-expression. (For Primary and Intermediate.) Class, *Four hours*. Credit, *Two hours*. MR. FERENCE.

102 (41). Art Fundamentals. Drawing Cont'd. This course includes the study of art objectives and orientation of the child's qualities in Art Education. (For Primary and Intermediates.) Class, *Four hours*. Credit, *Two hours*. Prerequisite: El. Ed. 101. MR. FERENCE.

103 (20). Library Activities. An understanding and appreciation of the library and its resources. Attention is given also to the methods of imparting this knowledge to the children in the classroom. Class, *Two hours*. Credit, *One hour*. MISS BLANCHARD.

105. Arithmetic I. To establish an adequate background of knowledge of the fundamental facts and processes of arithmetic and to insure skill in their practical application to daily life problems are the dominant aims of this course. Attention is paid to diagnostic and remedial work as an aid in the elimination of individual weaknesses. Class, *Two hours*. Credit, *Two hours*. MRS. BARR.

106. Nursery School—Kindergarten—Primary Theory. This course deals with aims, techniques, organizations, and fundamentals of Nursery School—Kindergarten—Primary Education. Special attention is given to unification of relationship of the Kindergarten and Primary grades. Class, *Two hours*. Credit, *Two hours*. MISS BURKART.

108 (22). Children's Literature and Story Telling. A general introduction to the various types of children's literature. Includes the principles of selection, appreciation, adaptation. A study of the principles of the art of story telling. Practice in story telling in class. Class, *Two hours*. Credit, *Two hours*. MISS BLANCHARD.

109. Speech Training in El. Grades. A study of the place of speech in the elementary school. Techniques of good speech habits such as correct posture, phrasing, intonation, clear well modulated voice, distinct pronunciation. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

110. Speech Training in El. Grades. A continuation of El. Ed. 109, with particular attention to (1) the guidance of the child's speech development, (2) the speech problems of the teacher. Class, *Two hours*. Credit, *Two hours*. Prerequisite: El. Ed. 109. MISS WINGERTER.

112 (30). Geography I. To teach the basic principles of geography in its human aspects and to furnish a solid grounding in the relationships between man and his environment so that effective teaching may be assured by a substantial background of geographical knowledge is the purpose of this course. Class, *Two hours*. Credit, *Two hours*. MRS. BARR.

141, 142. Theory, Sight Singing and Ear Training. A course of instruction in simple theory, sight singing and ear training which is planned to establish the necessary foundation upon which to build a musical education that shall meet the needs and requirements of teachers of Nursery, Kindergarten, and Elementary teachers of Music. Class, *Two hours*. Credit, *One hour*. 1940-41. MRS. HOUGGY.

221. Choral Speaking. A course dealing with the aims, principles, materials and methods of teaching poetry by means of choric speech. Student participation in a Verse Speaking Choir. Class, *Two hours*. Credit, *One hour*. MISS WINGERTER.

222. Dramatics for the Grades. A practical course covering the dramatic activities of the elementary school. Survey of materials that lend themselves to dramatization. Dramatization as a teaching device. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

223, 224. Class Piano. A course of instruction in piano designed to meet the needs of teachers of music in the Nursery, Kindergarten, and Elementary grades. This course will begin with the fundamentals of piano technique and build toward the execution of accompaniments and easy instrumental music necessary to the teaching of percussion band and training in rhythms. Class, *Two hours*. Credit, *One hour*. Prerequisite: Music Ed. 141, 142. MRS. HOUGGY.

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225 (44). Handicrafts. Correlating and emphasizing all portions of the problems for practical application in handicraft (For Nursery-Kindergarten-Primary Grades.) Class, *Four hours*. Credit, *Two hours*. Prerequisites: El. Ed. 101, 102. MR. FERENCE.

226 (42). Color, Design, Media. Develops harmony and skill in handling different mediums used in their art work. Class, *Four hours*. Credit, *Two hours*. Prerequisites: El. Ed. 101, 102. MR. FERENCE.

229. Progressive Trends in Education. Evaluation of classroom procedures and development of principles based upon child psychology and philosophy, and the type of education adequate to meet the needs of a changing world are the basic ideas of this course. Class, *Two hours*. Credit, *Two hours*. MRS. BARR.

230 (5). Child Psychology for Teachers. This course deals with the play, curiosity, imagination, memory, imitation, language, art, and musical expression, moral nature, discipline, punishment of child through the period of Elementary School age. Class, *Three hours*. Credit, *Three hours*. Prerequisites: Biol. 107, 108; Ed. 223. MISS BARKART, MRS. BARR.

234. The Child and the Curriculum. A study of curricula and their influence on child growth, problems of the individual learner, and methods of improving learning are emphasized. Class, *Two hours*. Credit, *Two hours*. Prerequisite: El. Ed. 106. MISS BURKART.

326. Rote Songs. A course in rote songs. This to include a history of song; the analysis and choice of materials; a study of the voice of the child of this particular age, the vocal problems involved, and methods of song presentation with demonstration teaching on the part of the students themselves. Class, *Two hours*. Credit, *Two hours*. Prerequisites: Music Ed. 101, 102; 221. 1940-41. MRS. HOUGGY.

341. Curriculum Materials. This course deals with sources of material, its classification and adaptation for class room use. Emphasis is placed on organization of teaching units and adaptation to teaching situations. Class, *Two hours*. Credit, *Two hours*. Prerequisites: El. Ed. 106; 230; 234. MISS BURKART.

342. Auditorium Activities. The auditorium period as a speech laboratory using various forms of speech activities and all types of literature—story, dramatization, play, poetry. Prerequisite: El. Ed. 222. Class, *Two hours*. Credit, *Two hours*. MISS WINGERTER.

343. Methods of Teaching the Language Arts. A course planned to acquaint the Primary Teacher with the methods, principles, habits, skills and attitudes of children in language and reading. Class, *Two hours*. Credit, *Two hours*. Prerequisites: El. Ed. 106, 234; Ed. 341. 1940-41. MISS BURKART.

344. Teaching Arithmetic in Primary Grades (with observation). This course seeks to enlarge the student's concepts, appreciations and understandings of the various important topics which comprise the teaching of arithmetic in primary grades. Class, *Two hours*. Credit, *Two hours*. Prerequisites: El. Ed. 105; 106; 230; Ed. 341. MISS BURKART.

345 (43). Art Methods. Emphasizing the theory and practice in the presentation of various art subjects in art Education. Prerequisites: El. Ed. 101, 102; 226. Class, *Two hours*. Credit, *Two hours*. MR. FERENCE.

346 (43). Art Methods (Cont'd). Includes adaptation of problems to various grades and discussion of source of material and supplies. Prerequisites: El. Ed. 101, 102; 226; 345. Class, *Two hours*. Credit, *Two hours*. MR. FERENCE.

347 (4). Pre-School Child. Understanding the child from two to six years. Appreciation of the physical, mental, emotional, and social growth and development. Class, *Two hours*. Credit, *Two hours*. MISS McCORMICK.

351 (31). World Problems in Geography. To see, geographically, the current and emerging world problems in their relations to our national development and to attempt to understand the significance of international relations are the chief objectives of this course. Prerequisite: El. Ed. 112. Class, *Three hours*. Credit, *Three hours*. MRS. BARR.

352 (32). Teaching Intermediate Grade Geography (with observation). Specifically, this course applies itself to the inculcation of aims, principles, and efficient methods of instruction in the field of geography, with special training in organizing and carrying out experience units based upon geographical concepts (relationships). Class, *Three hours*. Credit, *Three hours*. Prerequisites: El. Ed. 112; 351. MRS. BARR.

353 (12). Teaching Intermediate Arithmetic. The focal points of this course include research findings concerning both subject matter and its presentation, an acquaintance with methods, materials, and principles of instruction, and observations of actual pupil-teacher situations. Class, *Two hours*. Credit, *Two hours*. Prerequisites: El. Ed. 105. MRS. BARR.

461. Music and the Child. The course, "Music and the Child" will be set up with the idea of acquainting the student with some of the phases of Music Education which may grow out of the child's interest in and talent for music other than the interest in symbols and their meanings. The study of music is one which should aim at the development of the child from many angles; from the creative sense expressed; through the manipulative skills; the development of the child's ability to appreciate beauty; through the broadening of the child's musical horizon. All of these should engage the interest of the teacher dealing with its presentation and so that the teacher shall be properly oriented, it is our intention to develop these phases through laboratory experiments and so set before the student the same situation as that confronting the child. Class, *Two hours*. Credit, *Two hours*. Prerequisites: El. Ed. 230. 1940-41. MRS. HOUGGY.

463 (34). Child Guidance. This course is designed to make some contribution for the student of elementary education toward a clearer understanding of the meaning and practice of the guidance function and the fundamental assumptions underlying it. It begins with a treatment of problems of physical growth as they affect the development of the youngster's mind and character. Then follows consideration of children's interests, and the important unit concerned with the child's social life, problems of emotional adjustment arising throughout childhood, and problems involved in the development of intellectual efficiency. Attempts are made to relate this material directly as it bears on the guidance of character and the variety of developments as manifested in individual children. Class, *Two hours*. Credit, *Two hours*. Prerequisite: El. Ed. 230. MR. PIERCE.

471 (45). Art Appreciation. In this course the emphasis is placed on knowledge and appreciation of art and the periods understood and traced to the life and art of today. Class, *Two hours*. Credit, *Two hours*. MR. FERENCE.

473. Teaching of Social Studies in Early Childhood Education (with observation). A course that seeks to develop a critical knowledge and appreciation of the principles, practices, and trends in educational procedures of teaching Social Studies in the Kindergarten Primary Grades. Class, *Three hours*. Credit, *Three hours*. Prerequisites: El. Ed. 234; 230; Ed. 341. MISS BURKART.

475 (35). Teaching the Social Studies. Principles and practices, as well as current trends in educational procedures, that underlie a functional program of training for citizenship and the social responsibilities for life are included in this course. Emphasis is placed upon the attainment of personal qualities of scholarship, loyalty to ideals, and tolerance towards new interpretations and concepts of the changing social problems. Class, *Three hours*. Credit, *Three hours*. Prerequisites: El. Ed. 234; 230; Ed. 341. MRS. BARR.

477 (9). Teaching Reading in the Intermediate Grades. Establishing correct attitudes, discovering special reading interests, securing desirable levels of achievement in proficiency, and treatment of remedial cases are the highlights of this course, which includes observation of actual pupil-teacher situations in a regular classroom. Class, *Three hours*. Credit, *Three hours*. Prerequisites: El. Ed. 234; 230; Ed. 341. MRS. BARR.

479. Methods of Teaching the Language Arts. In this course principles, methods, and current practices underlying the development of the basic skills in Reading and English are included. Establishing correct habits in choice and use of materials in these fields, securing desirable levels of achievement, and treatment of remedial cases are highlights of the class work, which is supplemented by observation of actual pupil-teacher activities in regular school room situations. Class, *Three hours*. Credit, *Three hours*. Prerequisites: El. Ed. 230, 234, 341. 1940-41. MRS. BARR.

482 (46). Review of Drawing and Mediums. This course is given to the teachers in service. It covers use of various materials suitable to the child's successive stages of development. Class, *Two hours*. Credit, *Two hours*. Prerequisite: El. Ed. 101, 102. MR. FERENCE.

498 (90). Observation and Practice Teaching. (See department head.)

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

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I give and bequeath to the Duquesne University,
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to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
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EVENING DIVISION

ALBERT BAYARD WRIGHT, A.M., D.C.S.....	<i>Director, Evening Division</i>
JOSEPH V. MCCULLOUGH, B.S. in Ec., M.B.A.,	<i>Asst. Director, Evening Division</i>
	<i>Director, Bureau of Recommendations</i>
MARY C. MCCLINTON, B.S. in B.A.....	<i>Executive Secretary</i>
MAE MORAN.....	<i>Office Manager</i>
MARGUERITE PAVONE.....	<i>Secretary</i>
BETTY M. DOCHERTY.....	<i>Secretary</i>

FACULTY

SCHOOL OF BUSINESS ADMINISTRATION

J. T. ALTON.....	<i>Instructor in Accounting</i>
C.P.A., Pennsylvania, 1923	
Senior Accountant, Main & Company	
HARRY AUGUST.....	<i>Lecturer in Newswriting</i>
News Editor, The Pittsburgh Press	
HARRY O. BOORD.....	<i>Instructor in Accounting</i>
B.S., University of Pittsburgh, 1924; M.S., Washington &	
Jefferson College, 1927; Ph.D., University of Pittsburgh, 1936	
C.P.A., Pennsylvania, 1925	
Industrial Engineer, Hazel Atlas Glass Company	
OWEN J. DWYER.....	<i>Instructor in Commerce</i>
B.S., in Ec., Duquesne University, 1926	
Sales Representative, Pittsburgh Coal Co.	

P I T T S B U R G H - P E N N S Y L V A N I A

- FRANK T. EBBERTS.....*Assistant Professor of Business Law*
B.S., in Ec., Duquesne University, 1925; LL.B., Ibidem, 1927
Attorney-at-Law
- PERCY O. EITEL.....*Instructor in Finance*
Credit Representative, Carnegie-Illinois Steel Corp.
- HOWARD EULENSTEIN*Instructor in Business Law*
LL.B., Duquesne University, 1933
Attorney-at-Law
- J. PAUL FARRELL.....*Instructor in Business Law*
B.S., in Ec., Duquesne University, 1927; LL.B., Ibidem, 1929
Attorney-at-Law
- FLOYD A. FERGUSON.....*Lecturer in Finance*
Supervisor of Collections
Westinghouse Electric & Manufacturing Company
- JAMES FULLERTON.....*Lecturer in Management*
A.B., University of Pittsburgh, 1923
LL.B., Duquesne University, 1928
Attorney-at-Law
- THOMAS F. GARRAHAN.....*Instructor in Business Law*
LL.B., Duquesne University, 1914
Member of law firm, McIntosh and Garrahan
- JOSEPH P. GORHAM.....*Instructor in Accounting*
B.S. in Ec., Duquesne University, 1928; M.B.A., Pennsylvania, 1931
Member of staff, Peat-Marwick-Mitchell & Co., Accountants
- BENJAMIN E. GRANT.....*Assistant Professor in Commerce*
A.B., King College, 1912; A.M., University of Virginia, 1916
- JOSEPH H. GREENBERG.....*Instructor in Commerce*
Ph.G., University of Pittsburgh, 1913
B.S. in Ec., Duquesne University, 1934
- ANDREW G. IRWIN.....*Lecturer in Merchandise Display*
Supervisor of Sales Promotion, Equitable Sales Company
- EARL L. KNIGHT.....*Assistant Professor of Finance*
B.S. in Commerce, Temple University, 1928
A.M., Ohio State University, 1932
Formerly Instructor in Business Administration, Clarkson College
of Technology
- WILLIAM H. LACEY.....*Instructor in Business Law*
A.B., University of Pittsburgh, 1904; LL.B., Ibidem, 1907
LL.D., Duquesne University, 1940
Attorney-at-Law
- ALBERT A. LOGAN.....*Instructor in Accounting*
B.S. in Ec., Duquesne University, 1936; LL.B., Ibidem, 1939
C.P.A., Pennsylvania, 1934
Certified Public Accountant
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DUQUESNE UNIVERSITY EVENING DIVISION

- HARRY B. MCCLELLAN**..... *Instructor in Accounting*
B.S. in Ec., Duquesne University, 1924
Member of Accounting Firm, McClellan & Weeber
- JOSEPH V. McCULLOUGH**..... *Assistant Professor of Business Administration*
B.S. in Ec., Duquesne University, 1929; M.B.A., Ibidem, 1931
Secretary, Bureau of Recommendations, Duquesne University
- JAMES F. McDUNN**..... *Instructor in Accounting*
B.S. in Ec., Duquesne University, 1928
C.P.A., Pennsylvania, 1935
- GEORGE McILVEEN**..... *Instructor in Business Administration*
B.S. in M.E., Massachusetts Institute of Technology, 1924
M.B.A., New York University, 1929
Assistant to Manager, Park Works, Crucible Steel Company
- LOUIS MAGEE**..... *Lecturer in Traffic*
Traffic Manager, Keystone Traffic Bureau
- ROBERT N. MILLER**..... *Instructor in Accounting*
B.C.S., Duquesne University, 1917; C.P.A., Pennsylvania, 1920
Sheppard & Company, Certified Public Accountants
- JOHN T. MORRIS**..... *Professor of Commerce*
A.B., Washington & Jefferson College, 1900
A.M., Columbia University, 1926; Ph.D., Ibidem, 1929
- ARTHUR L. RAYHAWK**..... *Professor of Business Administration*
A.B., Regis College, 1925; A.M., Catholic University, 1927
Ph.D., Ibidem, 1931
Formerly Economist and Analyst, U.S. Department of Labor
- GEORGE RUSCHHAUPT**..... *Instructor in Business Administration*
B.S. in Ec., Duquesne University, 1934
Bell Telephone Company
- WILFRED D. RUSH**..... *Professor of Accounting*
B.C.S., Duquesne University, 1918; C.P.A., Pennsylvania, 1921
Member of firm, Rush and McGonigle, Certified Public Accountants
- ALBERT L. SCHNEIDER**..... *Professor of Accounting*
C.P.A., Pennsylvania, 1923
Certified Public Accountant
- H. LESTER STRAUSS**..... *Instructor in Commerce*
B.S., University of Pittsburgh, 1930
Personnel Director, Frank & Seder
- GORDON B. STRONG**..... *Professor of Business Economics*
Ph.B., University of Chicago, 1927; A.M., Ibidem, 1928
Ph.D., Ibidem, 1932
Formerly Assistant Manager in charge of credits
Morrison Hotel, Chicago
- D. A. SULLIVAN**..... *Lecturer in Advertising*
Promotion Manager, The Pittsburgh Press

P I T T S B U R G H - P E N N S Y L V A N I A

- STEPHEN A. SUTTON..... *Instructor in Finance*
 A.B., Harvard University, 1929
 Assistant Trust Officer, Colonial Trust Company
- LUKE SWANK *Lecturer in Commercial Photography*
 B.S., Penn State, 1911
- GEORGE V. TCHIRKOW..... *Associate Professor in Commerce*
 M.A., College of Oriental Languages at Moscow, 1901
 M.Int.L., Moscow, 1902
 D.Int.L., State Russia by Foreign Office, 1905
- ALBERT BAYARD WRIGHT..... *Dean, School of Business Administration*
Professor of Business Administration
 B.S., Illinois Wesleyan University, 1907; A.M., Ibidem, 1910
 A.M., University of Illinois, 1914; D.C.S., Duquesne University, 1927

COLLEGE OF LIBERAL ARTS AND SCIENCES

- WILLIAM L. BOLEKY..... *Instructor in English*
 B.A., University of Pittsburgh, 1931; M.Litt., Ibidem, 1935
- REV. JAMES F. CARROLL, C.S.Sp..... *Professor of Philosophy*
 B.A., Duquesne University, 1908; S.T.D., Fribourg University, 1915
- PRIMITIVO COLOMBO *Instructor in Italian*
 B.A., University of Pittsburgh, 1927; M.A., Ibidem, 1928
 Ph.D., Ibidem, 1934
- PATRICK CRONIN..... *Professor of Mathematics*
 B.A., St. Michael's College, Ireland, 1897
 Ph.D., Spring Hill College 1912; D.Litt., Duquesne University, 1940
- ARTHUR E. DUBOIS..... *Associate Professor of English*
 B.S., Union College, 1924; M.A., Syracuse University, 1927
 Ph.D., Johns Hopkins, 1932
- ANDREW F. EINLOTH..... *Instructor in English*
 B.A., University of Dayton, 1917
- JOHN P. DESMOND..... *Instructor in English*
 B.A., Duquesne University, 1929
- MARTIN B. FALLON..... *Instructor in Speech*
 B.A., University of Pittsburgh, 1931
- JOHN T. FARLEY..... *Instructor in Economics*
 B.B.A., Manhattan College, 1936
 M.S. in B.A., Columbia University, 1938
- MARTIN I. J. GRIFFIN..... *Professor of English*
 B.A., Loyola University, 1928
 M.A., University of Pennsylvania, 1929
 Ph.D., Ibidem, 1937
- RAYMOND J. KELLEY..... *Professor of Political Science*
 M.A., Columbia University, 1931
- ANDREW J. KOZORA..... *Instructor in Physics*
 B.S., Duquesne University, 1931

DUQUESNE UNIVERSITY EVENING DIVISION

- JOHN F. MATEJCZYK.....*Assistant Professor of Chemistry*
B.S., Duquesne University, 1928; M.S., Ibidem, 1932
- JAMES W. MCGOWAN.....*Instructor in Sociology*
B.S., McGill University, 1923; B.A., Notre Dame University, 1925
M.A., Ibidem, 1926
- CHARLES MONTICONE.....*Associate Professor of French*
B.A., University of Pittsburgh, 1927; M.A., Ibidem, 1928
Ph.D., Ibidem, 1931
- ERNA RISCH.....*Assistant Professor of History*
B.S., University of Cincinnati, 1926; M.A., Ibidem, 1927
Ph.D., University of Chicago, 1931
- DOMINIC DE LA SALANDRA.....*Assistant Professor of History*
B.A., Reed College, 1923; M.A., Stanford University, 1927
Ph.D., University of California, 1933
- WILLIAM SCHUBERT.....*Instructor in Biology*
B.A., LaSalle College, 1928; M.S., University of Pittsburgh, 1932
- REV. EDWARD SMITH, C.S.Sp.....*Instructor in Philosophy*
B.A., Duquesne University, 1931; M.A., Fordham University, 1940
- REV. FRANCIS SMITH, C.S.Sp.....*Instructor in Philosophy*
B.A., Duquesne University, 1930; M.A., Catholic University, 1940
- H. W. SPIEGEL.....*Assistant Professor of Economics*
Dr. Jur. Utr., University of Berlin, 1933
Ph.D., University of Wisconsin, 1939
- CLARENCE WALTON.....*Instructor in History*
B.A., University of Scranton, 1937
M.A., Syracuse University, 1938; Ph.D., Catholic University, 1940

SCHOOL OF EDUCATION

- ANNE MARY BARR.....*Instructor in Elementary Education*
B.Ed., Duquesne University, 1938
- MICHAEL BERCIK.....*Instructor in Commercial Education*
B.S. in Ed., Duquesne University, 1936
- MICHAEL V. FERENCE.....*Instructor in Elementary Education*
B.S., Edinboro State Teachers College, 1933
M.S., Duquesne University, 1937
- ARTHUR L. PIERCE.....*Instructor in Psychology*
B.A., Milton College, 1921; M.A., Notre Dame, 1926
- A. M. SNYDER.....*Graduate Assistant Professor of Psychology*
B.A., Franklin Marshall College, 1903
Ph.D., University of Pennsylvania, 1910

P I T T S B U R G H - P E N N S Y L V A N I A

RAYMOND J. WORLEY.....*Head, Department of Commercial Education*
Professor of Education
Graduate, Southern Illinois State Teachers College, 1917
B.A., Colorado State Teachers College, 1921
M. of Ed., Harvard University, 1929
Ph.D., Duquesne University, 1931

SCHOOL OF NURSING

DOROTHY DAVIDSON.....*Instructor in Nutrition*
B.S., Carnegie Institute of Technology, 1937

FAITH P. HADLEY.....*Lecturer in Public Health Administration and*
Control of Communicable Diseases
B.A., University of Michigan, 1920; M.S., Ibidem, 1922
Dr. P.H., Ibidem, 1935

RUTH D. JOHNSON.....*Assistant Professor of Nursing Education*
Ph.B., Brown University, 1924; R.N., Army School of Nursing, 1927

FRANCES M. McCORMICK.....*Assistant Professor of Nursing Education*
B.A., Cornell University, 1931; B.N., Yale University, 1934

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music.

Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. There is a department of commercial education. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are conducted in the college of liberal arts and sciences, and the schools of law, business administration, education, music, nursing, and the graduate school. The student body numbers nearly 3500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a music building, a library, an activities building, a large recitation building, a central heating plant, several residence buildings, and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is the home of the EVENING DIVISION and is in addition used for other purposes by the school of Business Administration, Law School, School of Education, School of Nursing, College of Liberal Arts and Sciences, and the Law and Business Libraries.

THE EVENING DIVISION

ORIGIN AND PURPOSE

In recent years the rapid advances made by science and technology have brought about profound and far-reaching changes in all departments of human activity. In transportation, communication, manufacturing, finance, distribution, professional life, and social and recreational activities, these changes, with apparently ever increasing rapidity, have created problems of adjustment affecting the entire adult population. In consequence, every person with adult responsibilities is brought face to face with two vital problems, that of continued adjustment to new conditions and requirements in employment, and, with the gradual reduction in hours of employment, that of the wise use of leisure time.

To meet the needs of ambitious men and women, who, while employed, desire the help which may come from university instruction the university has organized the Evening Division. A wide and varied program of courses is offered from which selections may be made according to individual tastes and requirements. In addition degree curricula and special programs of study are available for those whose definite interests accord with the educational preparation thus afforded.

The courses offered by the Evening Division are designed for their special value to the following groups:

1. Young men and women who are interested in securing the basic and specialized training which will enable them to make the most effective use of their abilities in the careers which they have chosen.
2. Men and women who wish to prepare themselves by study and training for work in a new field.
3. Teachers, nurses, and those in other professions who desire additional training in one or more subjects in order to meet the professional requirements demanded of them.
4. Men and women who wish to develop and cultivate interests, professional or cultural, outside their own immediate fields of activity.
5. College graduates who are interested in acquiring training in specialized subjects not included in their undergraduate work or who wish to review and continue their study of advanced subjects in their special fields.

DUQUESNE UNIVERSITY EVENING DIVISION

6. Business executives who are interested in advanced problems and discussion courses offered in the various business fields.
7. Those who wish to prepare for the profession of accounting and aspire through the study of accounting courses to qualify for certification by the Commonwealth of Pennsylvania as Certified Public Accountants.
8. Those employed in business or governmental organizations who desire and need training to fit them for promotion.

ADMISSION AND REGISTRATION

Students in the Evening Division are of two classes, degree candidates and special students. Degree candidates are those who have properly matriculated through the Registrar's office, seeking to qualify for one of the degrees granted by the university. Procedure for matriculation for Evening Division students who wish to become candidates for a university degree is the same as that described in the bulletins of the colleges of the university. All others who enter the Evening Division are classified as special students and are admitted only to courses which they are qualified to take by reason of their maturity, previous education, and experience.

Although it is advisable, when possible, for each student entering the university to have first completed his high school course, the lack of part or all of this high school training does not debar an applicant from the advantages of the practical training of the school, provided he is qualified to follow special courses of instruction in which he desires to register.

Students will report at the registration office, Room 604, Fitzsimons Building, 331 Fourth Avenue, on or before the week of registration, September 9 to 14. Each applicant will be directed to an appropriate registration advisor for an interview. Full instructions for registration will be given by the interviewer.

TUITION AND FEES

Tuition Fees in the Evening Division for undergraduates and special students are as follows:

One	4 credit course.....	\$ 35.00
Two	4 credit courses.....	64.00
Three	4 credit courses.....	90.00
Four	4 credit courses.....	112.00
C. P. A. and American Institute		
Preparation.....		100.00

Tuition fees in the Evening Division for graduate students are as follows:

\$10 for each semester hour credit.

A registration fee of \$1.00 is required of every student at each registration period.

A student fee of \$2.00 payable at the time of registration is required of all evening students. Of this fee \$1.00 is devoted to the University Library and \$1.00 constitutes the membership fee of the Evening School Association.

A laboratory fee of \$10.00 is charged for all registrations in the following courses: Principles of Advertising, Advanced Advertising, Newswriting, and Copyreading and Headline Writing. A laboratory fee of \$5.00 is charged for all registrations in Advertising Display.

A laboratory fee of \$5.00 is charged for all registrations in Business Statistics. A laboratory deposit fee of \$2.50 is charged in addition. This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the Second Semester.

A laboratory fee of \$4.00 is charged for registrations in all courses in Typewriting Theory and Advanced Typewriting.

A laboratory fee of \$7.50 is charged for all registrations in Chemistry 101e.

A laboratory fee of \$5.00 is charged for all registrations in Nursing 431e.

All laboratory fees are payable at the time of registration and are not refundable in any case.

A fee of \$5.00 is charged of all students registering after the regular registration period.

A fee of \$5.00 is charged for each condition and special examination. It is payable in advance.

A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.

DUQUESNE UNIVERSITY EVENING DIVISION

For the convenience of the student, tuition may be paid according to the schedule given below:

Total Tuition	Sept. Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
35	7	4	4	4	4	4	4	4
64	15	7	7	7	7	7	7	7
90	20	10	10	10	10	10	10	10
112	28	12	12	12	12	12	12	12

REFUNDS FOR WITHDRAWAL

The first tuition payment is not refundable in any case. Students whose tuition is paid in full in advance may on withdrawal be refunded the amount of tuition paid less the accrued total of payments according to the printed schedule up to and including the month in which withdrawal is effected. Students who have chosen the monthly payment plan will be required as a condition of withdrawal to meet in full all scheduled payments up to and including the month in which withdrawal is requested. Upon satisfaction of this condition, the student will upon withdrawal be excused from future tuition payments.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent

from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) Quality Points: For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary grades, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

Temporary grades, E, I, X, if not removed within 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for the removal of temporary marks is announced in the university calendar.

An E grade can be changed by re-examination to only D or F.

(e) Unit of Credit: The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(f) Scholastic Standing: A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

STUDENT ACTIVITIES

Student social life and extra curricular activities are provided for through the Evening School Association, the membership of which comprises the entire student body. A varied program of activities is provided by the Association annually and planned according to the expressed desires of the members.

The Duchess Club, first women's organization on the campus and in the Downtown Division, was founded fifteen years ago to create a friendly spirit among the girls enrolled at the school. Both students and alumnae are included on the club roster. Having a membership in the Congress of Women's Club, the regular monthly meetings are held in the Congress each third Monday. The Delta Sigma Phi Fraternity is an organization, the membership of which is limited to Evening Division students.

Organizations of general interest to all students in the university are the Athletic Association, the University Orchestra, Band and Glee Club, the *Duquesne Monthly*, a literary magazine, and the *Duquesne Duke*, a weekly newspaper. The Duquesne University Alumni Association includes in its membership all graduates of the university.

LIBRARY

The book collection of the libraries of the university proper approximates 40,000 volumes. The library of the Evening Division is housed on the fourth floor of the Fitzsimons Building.

LOCATION AND EQUIPMENT

The offices of the Evening Division are on the sixth floor of the Fitzsimons Building, 331 Fourth Avenue, Rooms 602 to 605, inclusive. The Evening Division offices and classes occupy the entire 4th, 5th, 6th and 7th floors. The quarters occupied have been especially designed for the work of the school. The lighting, ventilation, seating arrangement, and interior decoration have all been planned for maximum school efficiency. Complete accounting, advertising, and statistical laboratories are special features of the school's equipment.

STUDENT SERVICE

The offices of the school are open daily from 9 A. M. to 9 P. M. except Saturdays when the closing hour is 1 P. M. Members of the office staff are available during these hours for consultation and the transaction of school business. Personal interviews with members of the faculty may be arranged through the Evening Division office.

BUREAU OF RECOMMENDATIONS

The university maintains a Bureau of Recommendations for the purpose of assisting the student in making contact with industrial concerns for employment or investigative purposes. In assisting the student who is looking for employment opportunities, the bureau endeavors to accomplish the utmost but serves solely as an intermediary between business firms and student applicants and does not therefore guarantee or assure employment in any case. For information concerning the work of the bureau, inquiry should be addressed to Mr. J. V. McCullough, Secretary, 605 Fitzsimons Building.

DEGREE PROGRAMS

The schools of the university participating in the work of the Evening Division offer to degree candidates the opportunity to satisfy, in whole or in part, requirements of various degree curricula through courses pursued in the Evening Division. The complete degree program of the School of Business Administration is available through the Evening Division in each

DUQUESNE UNIVERSITY EVENING DIVISION

academic year. The College of Liberal Arts and Sciences, the School of Education, the School of Nursing, and the Graduate School offer programs for either complete or partial satisfaction of degree requirements. Certain prescribed courses are offered by these schools in each academic year while other necessary courses are offered in sequence over a three year period.

Statement of the requirements of the various degree curricula offered by the university will be found in the bulletins issued by the colleges and schools of the university. Persons interested in a particular degree program should apply to the Registrar of the university for a copy of the bulletin of the appropriate school.

Prospective degree candidates should first make application to the Registrar for admission to the university as a candidate for the particular degree sought. Upon notice from the Registrar that the admission requirements of the university have been met successfully, the candidate should confer with the Dean of the college or school directing the degree curriculum which he wishes to undertake for the purpose of planning the course of study. After such conference and upon written authorization by the Dean the student may register in the Evening Division for the courses permitted.

SPECIAL COURSES OF STUDY

Students in the Evening Division may, as special students, pursue special courses of study adapted to their individual vocation or avocational needs. In each such case the student must be registered through one of the colleges or schools of the university. Before registration the student must confer with the appropriate Dean, or adviser designated by him, for the planning of the course program. Upon written authorization by the Dean or designated adviser the student may register in the Evening Division for the course or courses permitted.

Prospective special students who are uncertain concerning the college or school through which they should register may apply to the Director of the Evening Division for assignment to the proper Dean.

NATIONAL INSTITUTE OF CREDIT

By arrangement with the Credit Association of Western Pennsylvania and the Pittsburgh Chapter of the National Institute of Credit, the School of Business Administration offers through the Evening Division a complete program of courses of the National Institute of Credit for the award of its Junior and

Senior certificates. The courses thus offered may be applied toward candidacy for the degree, Bachelor of Science in Business Administration. Those interested should note that this affiliation between the university and the National Institute of Credit is limited to the conduct of the courses involved and that all questions relative to the program of education of the National Institute of Credit should be directed to Mr. H. M. Oliver, Executive Manager of the Credit Association of Western Pennsylvania, 600 Westinghouse Building, Pittsburgh, Pa.

SUGGESTED PART-TIME SCHEDULES

BUSINESS ADMINISTRATION

The following plans of study, while not required, are suggested for special persons who wish to pursue a regular course of study in General Business, Accounting and C. P. A. Preparation, Cost Accounting, Selling, Advertising, Banking and Finance, Manufacturing and Production, or Secretarial Work.

General Business

First Year—

Introductory Business Law
Principles of Economics
Office Management
Composition

Second Year—

Advanced Business Law
Introductory Accounting
Principles of Money and Banking
Public Speaking

Third Year—

Principles of Accounting
Corporation Finance
Business Organization and Management
Business Communication

Fourth Year—

Business Policy
Business Psychology
Business Statistics
Marketing Principles

Accounting and C. P. A. Preparation

First Year—

Introductory Accounting
Introductory Business Law
Office Management
Composition

Second Year—

Principles of Accounting
Advanced Business Law
Principles of Economics
Public Speaking

Third Year—

Accounting Practice
Accounting Systems
Principles of Money and Banking
Business Organization and Management

Fourth Year

Cost Accounting
Auditing
Corporation Finance
Production Management
Business Communication

Fifth Year—

Tax Accounting
Advanced Cost Accounting
Investment Accounting
Business Statistics
Credit Management

Sixth Year—

Analysis of Financial Statements
Governmental Accounting
Investment Analysis
Business Policy
C. P. A. Review

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Cost Accounting

First Year—

Introductory Accounting
Introductory Business Law
Office Management
Composition

Second Year—

Principles of Accounting
Advanced Business Law
Principles of Economics
Business Organization and Management

Third Year—

Cost Accounting
Production Management
Corporation Finance
Business Communication

Fourth Year—

Advanced Cost Accounting
Managerial Accounting
Marketing Principles
Business Statistics

Salesmanship

First Year—

Introductory Business Law
Principles of Economics
Office Management
Composition

Second Year—

Business Organization and Management
Business Psychology
Marketing Principles
Public Speaking

Third Year—

Principles of Salesmanship
Principles of Advertising
Principles of Merchandising
Business Communication

Fourth Year—

Advanced Advertising
Market Analysis
Sales Management
Business Policy

Advertising

First Year—

Principles of Advertising
Composition
Principles of Economics

Second Year—

Advanced Advertising
News writing
Principles of Marketing

Third Year—

Market Analysis
Retail Store Management
Photography and its Commercial Application
Advertising Display

Banking and Finance

First Year—

Introductory Accounting
Introductory Business Law
Principles of Economics
Composition

Second Year—

Principles of Accounting
Advanced Business Law
Principles of Money and Banking
Business Organization and Management

Third Year—

Corporation Finance
Stock Market and Commodity Exchange
Business Statistics
Industrial Combinations

Fourth Year—

Analysis of Financial Statements
Credit Management
Investment Analysis
Business Policy

Manufacturing and Production

First Year—

Introductory Accounting
Introductory Business Law
Principles of Economics
Composition

Second Year—

Principles of Accounting
Advanced Business Law
Business Organization and
Management
Business Psychology

Third Year—

Cost Accounting
Production Management
Corporation Finance
Business Statistics

Fourth Year—

Advanced Cost Accounting
Managerial Accounting
Personnel Administration
Business Policy

Secretarial Work

First Year—

Typewriting
Shorthand
Composition
English Literature
Principles of Economics

Second Year—

Introductory Accounting
Office Management
Philosophy of Literature
Shorthand
Typewriting

Third Year—

Introductory Business Law
Business Organization and
Management
Business Psychology
Secretarial Procedure

Fourth Year—

Advanced Business Law
Principles of Money and
Banking
Principles of Advertising
Business Communication

SCHOOL OF BUSINESS ADMINISTRATION

ACCOUNTING

e 201, 202. Introductory Accounting. This course is devoted to the fundamental problems of accounting, building up along the lines and methods of modern accounting practice. The subject matter embraces: theories of debit and credit; classification of accounts; underlying principles of accounting records; business papers used as the basis for first entry; simple problems of the balance sheet and income statement; controlling accounts; handling sales and purchases; basic interrelations between accounting and business management. Credit, *Two hours each semester.* MESSRS. GORHAM, McCLELLAN, McDUNN, MILLER.

e 303, 304. Principles of Accounting. The aim of the course is to present a thorough study of the corporation and its related problems. The most important topics covered are: opening the books of corporations; various classes of capital stock; distinction between proprietorship, partnership, and corporation regarding ownership; control; the voucher system—balance sheet valuation; depreciation, its causes, factors, and rate determination and methods of calculating; temporary and permanent investments. Practice work in corporation accounts is given. Prerequisite: Acct. e 201, 202. Credit, *Two hours each semester.* MESSRS. ALTON, LOGAN, McCLELLAN.

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e 305, 306. Accounting Practice. This course continues the study of accounting theory and supports it by practical problems covering the work sheet, adjustments, etc. Main topics treated are: construction and technique of the balance sheet; profit and loss statement; surplus and reserve accounts; statement of funds and their application; comparative balance sheets and consolidated balance sheets; sinking funds; statements of realization and liquidation. Numerous problems are provided as practice work. Prerequisite: Acct. e 303, 304. Credit, *Two hours each semester.* MR. SCHNEIDER.

e 407, 408. Accounting Systems. This course is designed primarily for those who wish to enter the public accounting profession. It deals with the peculiarities encountered in the various types of business and the necessary accounting systems to record the data correctly where it differs from that of other businesses. The following types of business will be covered: Federal Reserve Banks, National Banks, State Banks, Savings Banks, Trust Companies, Building and Loan Associations, Insurance Companies, Professional firms, Decedents' estates, Bankruptcy estates, Iron and Steel Companies, Department Stores, Building and Contracting firms, Installment houses, Hotel Companies, Brokerage concerns, Clubs, Associations, and many others. Prerequisite: Acct. e 405, 406. Credit, *Two hours each semester.* MR. MILLER.

e 409, 410. Cost Accounting. This course explains the relation of cost systems to general books and systems. Emphasis is placed throughout upon scientific and efficient methods of management. Subjects studied include perpetual inventory and all other elements relating to material costs, labor costs; power costs; distribution of expense, depreciation, fixed charges, and other elements of overhead costs; also various standard cost systems and plans, the installation of cost systems, and systems of departmental cost keeping. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. RUSH AND MESSRS. MILLER, BOORD.

e 411, 412. Auditing. This course covers the theory and practice of auditing. The relationship of the accountant with the client, the working papers, the audit procedure, the accounting principles involved, the preparation of reports, and the ethics of the accounting profession are treated in detail. The chief topics developed are: purpose and classes of audits; detailed procedure in the verification of original records, special consideration in the audit of cash; accounts receivable; inventories; plant; liabilities; capital stock and surplus; analysis of accounts and preparation of working papers; certified statements and reports. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. RUSH.

e 415, 416. Managerial Accounting. A study of the technique involved in the gathering, recording, and interpretation of accounting and statistical data used in the solution of internal problems of management. Some of the topics covered are: construction, analysis and interpretation of reports; establishment of operating and financial standards; measurement of managerial performance; use of budgets in managerial control; use of cost data and interpretation of cost reports; use of quantitative data in the formulation of policies. Prerequisites: Acct. 303, 304 or e 305, 306. Bus. Ad. e 303, 304. Credit, *Two hours each semester.* MR. MILLER.

e 501, 502. Income Tax Accounting and Reports. A special class for executives, auditors, accountants, and others who are qualified by training and experience to make a detailed study of the present Federal and State Income Tax requirements; in connection with this, practical application in the preparation of reports. Prerequisite: Acct. e 411, 412. Credit, *Two hours each semester.* PROF. RUSH.

e 503, 504. Miscellaneous Federal and State Taxes. A preparation of reports, accounting problems, and procedure arising from Pennsylvania Capital Stock and Loans, Mercantile, County and State Personal Property, Inheritance, Estate, Documentary Stamp, Unemployment Insurance, and Local Taxes; also Federal Capital Stock, Excess Profits, Undivided Profits, Estate, Gifts, Excise, Unemployment Insurance and Old Age Benefits. Prerequisite: Acct. 303, 304 or e 305, 306. Credit, *Two hours each semester.* PROF. RUSH.

e 515, 516. C. P. A. and American Institute Preparation. This course is designed to prepare students for State C. P. A. and American Institute examinations. Problems and questions selected from actual examinations are used as the basis of this course. The student is given a thorough drill in the methodical analysis of complex problems and in the preparation of the necessary working papers and statements required in their solution. Emphasis is laid upon the development of the power of analysis. The questions and problems are arranged to serve as a general review of the whole field of accounting. In addition a thorough review of Pennsylvania Business Law is provided.

The class meets weekly throughout the year. A schedule of dates of meeting and topics studied may be had on application at the office of the school at 331 Fourth Avenue.

e 517, 518. Advanced Cost Accounting. A study of the application of cost accounting principles to various kinds of business enterprise. Analysis of standard and job costs in manufacturing, merchandising, and public service industries. Prerequisite: Acct. 409, 410. Credit, *Two hours each semester.* MR. BOORD.

e 555, 556. Review in Accounting. A review of accounting comprising procedure, partnership, and corporate form, special advanced problems covering principle, practice, auditing costs, dealing more specifically with appraisals, depletion, revaluation, devaluation, depreciation, amortization, determining good will and other intangible values, inventories, etc. The problems in this course are designed to cover cases in revision and adjustment of assets, also to cover the more difficult problems of a current nature that are not found in any of the other accounting courses. Prerequisites: Acct. 303, 304; e 305, 306; 409, 410 and 411, 412. Credit, *Two hours each semester.* MR. McDUNN.

ADVERTISING

e 317, 318. Principles of Advertising. This is a basic course in the functions, theory, principles and applications of advertising. Consideration will be given to the analysis of fundamental principles, psychological aspects of advertising, effect of advertising on the consumer; choice of media; methods of appeal; preparation of copy, and tests of the efficiency of advertising. Experimental study will be made of actual problems. Prerequisite: Commerce e 303, 304. Credit, *Two hours each semester.* MR. SULLIVAN.

e 337, 338. Newswriting. A course in practical newspaper work taught by a practical newspaper man of many years' experience. The course is designed to give a working knowledge of the manner in which a modern newspaper is written and edited. This is the background and knowledge necessary for those with journalistic ambitions. This will be an entirely practical course, ignoring the theoretical and idealistic presentation common

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to many so-called journalism courses. The course will include explanation of how news is gathered, edited, and produced for the reader and analysis of the work of each department in a newspaper organization. Credit, *Two hours each semester*. MR. AUGUST.

e 339, 340. Photography and its Commercial Uses. A study of the elements of photography with practice by the student. Exposition of photographic uses and trends in advertising, publications, merchandising, and industry. Registration for this course will be limited to those who have a serious business purpose in the study of photography. Each student accepted will be required to have a camera of value and quality acceptable to the instructor. Credit, *Two hours each semester*. MR. SWANK.

e 419, 420. Advanced Advertising. The course includes lectures, demonstrations and practical work relating to the preparation of catalogs, the conduct of advertising contests, the edition of company publications (house organs) and the development of ideas into adequate programs. The latter part of the course is devoted to an intensive study of the problem of selling both advertising and the advertising man. This is a professional course, limited to students who hope to make advertising their career and who have completed satisfactorily Principles of Advertising. Enrollment in the course must be approved by the instructor before registration. Prerequisite: Adv. e 317, 318. Credit: *Two hours each semester*. MR. SULLIVAN.

e 441, 442. Copyreading and Headline Writing. A second-year course on editing news in preparation for work in this specialized newspaper field. The course will open with an intensive study of proper methods of editing news, with full practical classroom work on editing and headline writing. The students will work with copy just as it is edited in a newspaper office. Restricted to students who have taken the first-year Newsmaking course, to those with some newspaper training and those possessing special aptitude for this type of work. Credit, *Two hours each semester*. MR. AUGUST.

e 461, 462. Advertising Display. A practical course in window and store display which treats concisely and clearly the fundamental principles that enable the student to execute and plan displays that sell goods. Discussions are supplemented with actual practice in window display construction. Color, design, lighting, the use of paints, bever board, and other background materials, are carefully studied and used in practical window display applications. Solutions to current merchandising problems are sought through the development of dramatized window displays. Prerequisite: Adv. e 317, 318. Credit: *Two hours each semester*. MR. IRWIN.

BUSINESS LAW

e 301, 302. Introductory Business Law. The aim of the course is to give the student such a knowledge of legal procedure as will enable him intelligently to study the law from the decided cases, and to acquaint him with the fundamental legal doctrines in the basic fields of the law: contracts, agency, and negotiable instruments. Credit, *Two hours each semester*. MESSRS. EULENSTEIN, FARRELL, GARRAHAN, LACEY.

e 403, 404. Advanced Business Law. A study of the law of partnership, corporations, and sales by the text and case method. Prerequisite: B. L. e 301, 302. Credit, *Two hours each semester*. ASST. PROF. EBBERTS, MR. FARRELL.

e 405, 406. Real Estate Law. This course is intended to give the student a practical knowledge of Pennsylvania law and practices pertaining to real estate. It includes a thorough discussion of estates, liens, agreements of sale, deeds, mortgages, landlord and tenant, and a general discussion of easements, restrictions, fixtures, and agency. Prerequisite: B. L. e 403, 404. Credit, *Two hours each semester*. ASST. PROF. EBBERTS.

COMMERCE

e 109, 110. Foreign Commerce and Industry. A study of the trade and industry of the chief foreign countries with which the United States has commercial relations. Factors affecting the trade relation of the United States with these countries are emphasized. Credit, *Two hours each semester*. ASSOCIATE PROF. TCHIRKOW.

e 303, 304. Principles of Marketing. This course is designed to present the fundamental principles and methods of marketing raw materials, agricultural, and manufactured products. It includes a discussion of consumer buying habits and motives; market functions; analysis of the important market institutions; marketing policies in finance, price, speculation, competition, and advertising. Prerequisite: Com. 101, 102 or Com. e 109, 110. Credit, *Two hours each semester*. PROF. MORRIS.

e 323, 324. Business Communication. This course covers the entire field of business correspondence. The principles of modern business writing are explained, illustrated, and applied. Certain types of correspondence such as applications, inquiries, adjustments, credit letters, and sales letters receive particular attention. Abundant practice work is provided. Prerequisites: Com. 303, 304 and Eng. 105, 106. Credit, *Two hours each semester*. ASST. PROF. EBBERTS, MR. GREENBERG.

e 413, 414. Traffic Management. This course deals with the organization and functioning of traffic departments of industrial concerns. Topics treated are: organization of shipping and switching departments; car records for the control of private car lines; claims, routing, service and rate departments; regulations governing packing, shipping and sales; shippers' relations with carriers; freight and express tariffs; delays in transit; receipt and delivery of property. Intensive work in the rate structures of the United States will be an important item. Prerequisite: Economics e 211. Credit, *Two hours each semester*. MR. MAGEE.

e 421, 422. Principles of Salesmanship. A course in the principles of salesmanship covering fundamentals of selling, analyzing the product, organization of selling background, psychology of sales appeal, buying motives, reserve arguments and development of the salesman's personality. Special attention is given to such topics as merchandising, promotion, creation of consumer demand, dealer contacts, good taste in buying and selling, business ethics, and market analysis. Credit, *Two hours each semester*. MR. DWYER.

e 425, 426. Retail Store Management. A survey of the fundamentals of retail buying and merchandising with emphasis on the practical methods employed in successful retail organizations; merchandise departmentalization and classification. Basic market trends. Merchandise resources, consumer demands, trends and methods of estimating. Buying policies and methods. Practical effects of various methods of buying. The work of the buyer, buyer's records and reports; the merchandise manager's functions, merchandise planning and control. Budgeting determination of standards of mark-up, turnover

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expense, model stocks, price lines, open-to-buy and capital requirements. Stock control. Stock shortages. Method of merchandising slow selling goods. Resident buying offices and cooperative or group buying. Credit, *Two hours each semester*. MR. STRAUSS.

e 509, 510. Economic Geography of Asia. This is a regional study of the resources, industries, and commercial expansion of the continents of Asia and Australia. A detailed study will be made of trade, social customs, governments and economic possibilities of China, Japan, India, Turkey, Siberia, East Indies, Australia, and New Zealand. Considerable attention will be given to disturbing developments in the Far East arising from the growing friction existing between China, Japan, and Russia, and impending changes in world relationships likely to arise therefrom. Prerequisite: Commerce e 303, 304. Credit, *Two hours each semester*. ASSOCIATE PROF. TCHIRKOW.

e 511, 512. Market Analysis. A seminar course in which the student, acting as marketing executive, develops through sound analysis the working plans for the effective marketing of specific merchandise. Plans ordinarily require numerous analyses of markets, products, marketing practices, advertising methods, etc. Sources of information may include published research reports, company records, and original data, collected by questionnaire, interview, or observation, and prepared in accordance with statistical methods. Within practical limits, plans are developed primarily for the Pittsburgh area. Prerequisite: Com. 303, 304. Credit, *Two hours each semester*. PROF. RAYHAWK.

FINANCE

e 311, 312. Principles of Money and Banking. A study of the principles underlying the issuance of money and banking practice. It surveys the development and operation of the American commercial banking structure dealing with such topics as: note issues; determination of price level; gold movements; foreign exchange; Federal Reserve System; bank statements; loans, discounts and reserves; clearing, collection and transfer of items; bank earnings and failures; supervision and regulation; personal credit institutions; and central banking. Credit, *Two hours each semester*. MR. SUTTON.

e 313, 314. Corporation Finance. An examination of the principles and policies of corporate financial practice. The phases of promotion and organization; financial plans; types of securities and their limitations; underwriting, syndicating and selling of securities; credit, dividend, investment and maintenance policies; budgets; expansion, combination and holding companies; investment trusts; failure, insolvency and reconstruction are studied. Particular attention is paid to recent trends and the problems of social control. Problems dealing with each topic are used to supplement the discussion. Prerequisites: Business Law 301, 302; and Accounting 201, 202. Credit, *Two hours each semester*. ASST. PROF. KNIGHT.

e 415, 416. Credit Management. This course deals with the organization and operation of the credit and collection departments of manufacturing, service and mercantile establishments. It includes a study of terms of sale; sources of credit information; analysis of risk; methods of protecting receivables, internal administration and policies; legal and/or practical debtor-creditor positions; and cooperative practices. Prerequisite: Finance 311, 312. Credit, *Two hours each semester*. MESSRS. FERGUSON, EITEL.

e 417, 418. Investment Analysis. The aim of this course is to develop a methodology and technique of dealing with diversified investment problems. The fundamental principles and practices involved in the proper use and care of savings and capital accumulations are covered by a study of such topics as: types of investors and their needs; protection; professional management of funds; classes of investments and their limitations; portfolio structure and revision; practical tests of investment theories; taxation; available information; and financial customs. Prerequisites: Finance 311, 312; 313, 314. Credit, *Two hours each semester.* ASST. PROF. KNIGHT.

e 419, 420. Stock Market and Commodity Exchanges. A study of the organization and functioning of the stock and commodity markets and allied institutions from an economic and practical point of view. Among the subjects included are: classes of traders; procedure and methods of trading; internal and technical operation of exchanges; clearing and transfer operations; brokerage; methods of financing and the money market; regulation and control; and the interpretation of data. Prerequisite: Finance 311, 312. Credit, *Two hours each semester.* ASST. PROF. KNIGHT.

e 501, 502. Industrial Combinations. An advanced course for a study of the financial principles, policies and practices related to the evolution of expansion and/or combination problem as affected by legal, political, social and economic influences. Forms of intercorporate relationships like: pools; voting trusts; mergers; holding companies; community of interests; cartels and trade associations are among the topics discussed. Prerequisite: Finance 313, 314. Credit, *Two hours each semester.* MR. FARLEY.

e 507, 508. Problems in Credit Management. An advanced study of the problems in large business organizations arising in the organization and management of the Credit Department, in the relationship of the Credit Department to other departments of the business, and in the granting of credit to customers. Difficulties presented by changing financial factors in general business conditions will also be considered. The problems studied will, without exception, be drawn from actual business experience. Prerequisite: Finance e 415, 416. Credit, *Two hours each semester.* MR. FERGUSON.

MANAGEMENT

e 115, 116. Business Mathematics. This course familiarizes the student with the background of, and reasons for, the different types of mathematical procedure in use in business, together with a study of the actual processes, particularly in Accounting, Finance, and Statistics. Topics include: calculation and use of percentages, kinds of interest, such as simple, compound, and discount, types and significances of averages, analytical ratios, annuities, elementary tabular and graphic methods, etc. Required of Freshmen in Business Administration. Credit, *Four hours.* MR. McDUNN.

e 303, 304. Business Organization and Management. This course deals with the fundamental principles of organization and management and their application in business enterprises. Lectures, cases, and problems are correlated to bring out clearly the functions of the several departments and their respective positions in a well-arranged business. Throughout, emphasis is placed upon recent trends in management. The problems of adapting business to changing physical, social, and economic environment are developed by showing the functions of planning, organizing, and controlling. Required of Juniors in Business Administration. Credit, *Two hours each semester.* ASST. PROF. McCULLOUGH.

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e 351, 352. Business Statistics. This course presents the elementary principles and methods of statistics as applied in making practical analyses of business problems. The case method of instruction predominates in the presentation of such topics as collection and tabulation of data, graphic presentation, analysis of time series, uses of index numbers, principles of sampling, correlation, etc. Required of Juniors in Business Administration. Credit, *Two hours each semester.* MR. RUSCHHAUPT.

e 405, 406. Personnel Administration. This course provides and evaluates current practices in personnel administration, founded upon an understanding of the historical development of the problems and a sound study and discussion of current factors which confront the personnel manager in modern enterprises. Special emphasis is placed upon employer-employee relationships as affected by political and sociological developments since 1920. Prerequisite: Bus. Ad. 303, 304. Credit, *Two hours each semester.* ASST. PROF. McCULLOUGH.

e 407, 408. Production Management. This course presents the principles and methods of factory organization, operation and control. The topics treated include: means of production; functional organization; tools and workers; maintenance; manufacturing standards and records; routing and layout; time and motion studies; master schedules; store management; inspection, etc. Prerequisite: Bus. Ad. 303, 304. Credit, *Two hours each semester.* MR. McILVEEN.

e 409, 410. Office Management. An application of the principles of organization and management to office problems; functional organization, including the development of stenographic, clerical, filing, ordering, mailing, purchasing, advertising, and other departments; office planning and layout; materials, equipment, and appliances; selection, training, and promotion of personnel; standardization of procedure and routine work. Prerequisite: Bus. Ad. 303, 304. Credit, *Two hours each semester.* MR. FULLERTON.

e 461, 462. Business Psychology. In this course, the principle of applied psychology are presented to the student as dependable aids in dealing more effectively and satisfactorily with others in commercial and industrial fields. The course analyzes thoroughly the psychological concepts of thought, judgment, memory, concentration, introversion, extraversion, etc. Credit, *Two hours each semester.* ASST. PROF. GRANT.

e 501, 502. Business Policy. This course is designed to clarify and organize the student's understanding of executive responsibility in business decisions, and to investigate intensively current technological, political, and social developments that affect policy formation. Coordination between specialized fields of Business Administration is expounded as a basic principle of systematic management. Prerequisite: Bus. Ad. 303, 304. Required of Seniors in Business Administration. Credit, *Two hours each semester.* PROF. STRONG.

SECRETARIAL STUDIES

e 301, 302. Secretarial Procedure. This course presents the fundamentals of secretarial duties, including: secretarial and stenographic duties; meeting office callers; appointments; telephoning; preparation of outgoing and incoming mail; office reference books; filing. The technical equipment needed by a secretary is reviewed through a study of different types of social and business letters and practice in writing them; the assembling and arranging of material for reports; the journalism of business; the preparation of manuscript for the printer; the technical rules governing business correspondence. Credit, *Two hours each semester.* MR. FULLERTON.

COLLEGE OF LIBERAL ARTS AND SCIENCES

BIOLOGY

e 107, 108. Principles of Biology. A cultural course for students intended to give an acquaintance with the subject as a whole. Recitations with lecture demonstration. Credit, *Two hours*. MR. SCHUBERT.

CHEMISTRY

e 101. Inorganic Chemistry. A general college course dealing with the fundamental laws and theories of inorganic chemistry. Non-metallic elements and their compounds; metals and their compounds; industrial processes; modern chemical theories. Class, 2 hours; Laboratory, 2 hours. Credit, *Two hours*. MR. MATEJCZYK.

ECONOMICS

e 211. Principles of Economics. This course is intended to give a thorough explanation of the fundamental concepts, institutions, and principles of economics as they appear in the production, consumption, and distribution of wealth. Study of selected problems will accompany the theoretical analysis. Credit, *Two hours*. MR. FARLEY.

e 212. Principles of Economics. A study of the application of the principles of economics to everyday problems of modern life. Prerequisite: Econ. e 211. Credit, *Two hours*. DR. SPIEGEL.

ENGLISH

e 101, 102. English Composition. A course in the fundamentals of English speech and writing. Stress is placed upon exactness of expression. Review of punctuation, capitalization. The sentence, the paragraph, and simple exposition. Credit, *Two hours*. MESSRS. BOLEKY, EINLOTH.

e 201. Philosophy of Literature. Designed to develop in the student an understanding of the principles of literary art and expression, the course considers for critical analysis the great works in the stream of English literature. Credit, *Two hours*. MR. EINLOTH.

e 301, 302. American Literature. A survey of American literature from the beginning to 1890. Credit, *Two hours*. DR. DuBois.

e 308. Literary Criticism. Designed to provide the student with an understanding and appreciation of the artistic and technical features of literature. The relation of literature to religion and to the other arts. The schools of literature and criticism and the appraisal of them by scholastic principles of art and beauty. The definition of literature according to scholastic standards. Reading and discussion of the major critics of ancient and modern times. Credit, *Two hours*. DR. GRIFFIN.

e 363, 364. Contemporary American Drama. A study of the development of the American Drama since 1900. Belasco, Moody, Crothers, and others point the way to the sociological tendency of the last decade. Considerable attention is given to O'Neill, Barry, Anderson, Odets, and others. Credit, *Two hours*. DR. GRIFFIN.

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e 407, 408. Aesthetics. An integrated study of the laws which govern apprehension and credition. Using the aesthetics of St. Thomas as a foundation, the course aims to discuss: sense, emotion, intellect, form, reality, truth, beauty, in its relationship to unity and the whole man. Practical application of general principles will be made in literature, music, painting, and sculpture. Credit, *Two hours*. MR. DESMOND.

e 543, 544. The Development of the English Novel. This course considers historically the development of the novel, the influences which affected the novel form, and demands a detailed study of the 18th Century novel as represented by Defoe, Richardson, Fielding, Smollett, Sterne and their successors. Credit, *Two hours*. DR. GRIFFIN.

FRENCH

e 201, 202. Intermediate French. Grammar, composition, translation. Credit, *Two hours*. MR. CORRIOLS.

e 301. Advanced Conversation. For students who have a good knowledge of grammar and vocabulary. Credit, *Two hours*. DR. MONTICONE.

e 302. Studies in French Literature. This is a sequence of French 301. Mostly conversational, the subject-matter deals with literature. Each student chooses approved books in French, makes written reviews. Oral reports on books, their authors and background are given by student to class which in turn questions reporter. Given in French. Prerequisite: French 301 or equivalent. Credit, *Two hours*. DR. MONTICONE.

e 411, 412. Survey of French Literature. A rapid survey of the main movements in French literature. Introduction to the chief works of the outstanding literary lights of France from the 15th Century to the present time. Credit, *Two hours*. DR. MONTICONE.

HISTORY

e 201, 202. Modern European History 1500-1815. A survey course covering the foundations of modern Europe with emphasis upon the Protestant revolt, the development of colonial rivalry and the French Revolution. Credit, *Two hours*. DR. SALANDRA.

e 301, 302. The Social and Economic History of United States. A general survey of the evolution of industrial society in the United States from the Colonial settlements down to the present, greater emphasis being given to the period 1860-1900. The object of the course is to supply a sense of the evolutionary development of the economic order, and the general background of our social and economic history which is necessary to the understanding of present-day economic problems. Lectures and recitations. Credit, *Two hours*. DR. RISCH.

MATHEMATICS

e 101. Advanced Algebra. Quadratics, progressions, inequalities, logarithms, binomial theorem, ratio, proportion, variation, convergence of series. Partial fractions, determinants. Permutations and combinations. Theory of Equations. Credit, *Two hours*. MR. KOZORA.

e 102. Plane and Spherical Trigonometry. The definitions; their geometric basis; their relations. Solutions of right triangles; addition and subtraction of formulas. Extension of definitions. Trigonometric equations. Inverse functions. Solution of oblique triangles. Credit, *Two hours*. MR. KOZORA.

e 301, 302. Calculus. Principles and methods of differentiation; Taylor's theorem, tangents and asymptotes; maxima and minima; curve tracing. Integration; fundamental forms; methods of reduction; rectification of plane curves; surface and volume of solids. Credit, *Two hours*. DR. CRONIN.

PHILOSOPHY

e 301. Logic and Epistemology. This course aims to develop in the student the art of right thinking, as well as to acquaint him with the sources of error and the criteria of certitude. Credit, *Two hours*. FR. SMITH.

e 302. Rational Psychology. A treatment of the origin, nature, and destiny of the human soul; its powers and their activities. Credit, *Two hours*. FR. CARROLL.

e 401. General Ethics. The finality of human acts, the nature of morality, together with their intrinsic and extrinsic principles. Credit, *Two hours*. FR. SMITH.

PHYSICS

e 207, 208. Principles of Physics. A cultural course suited to the needs of the college student. This will not take the place of Physics 201, 202 as a requirement for further physics courses. Recitations with lecture demonstrations. Credit, *Two hours*. MR. KOZORA.

POLITICAL SCIENCE

e 201. American Government—Federal. Colonial and Revolutionary—sources: Federal Constitution, origin of parties, party organization, election, actual working of Federal and State Governments, with special consideration of the Inter-state Commerce Commission, Federal Trade Commission, and the Federal Reserve Board. Lectures, library readings, and recitations. Credit, *Two hours*. MR. KELLEY.

e 202. State and Local Government. Embraces a study of the position of the state in the Federal Union; popular control in state and local government; state and local politics; the state legislature, the state judiciary, the governor, and local rural government. Credit, *Two hours*. MR. KELLEY.

e 503. International Relations. Foreign policies and relations of nations with particular emphasis on nationalism and internationalism. Lectures, recitations. Credit, *Two hours*. MR. KELLEY.

SOCIAL SCIENCE

e 101, 102. Social Studies I. Is a study in the fundamental concepts and basic principles of man's social relationships. It is intended to give the student the general over-view of the Social Studies field necessary to form a judgment in social questions. Credit, *Two hours*. MR. WALTON.

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SPEECH

e 105, 106. Public Speaking. This course, offered only in the Evening session, is intended for the mature student and is adapted, so far as practicable to the individual's problems. The first semester is devoted to a study of the mechanics of voice, time, force, melody, bodily action; the second deals with specific types of speech, with a short digest of parliamentary law. Credit, *Two hours.* MR. FALLON.

SOCIOLOGY

e 101, 102. Principles of Sociology. This course is intended to meet the needs of two groups of students. For the student who may take no other course in Sociology it furnishes cultural knowledge of facts and theories. For those who intend to specialize in social work or in the social sciences it provides the necessary introduction to social institutions and problems. Credit, *Two hours.* MR. MCGOWAN.

e 307, 308. Crime and Society. Crime as a social phenomenon; criminals and criminal psychology; environment; society as a contributing cause of crime; responsibility; retribution; protections. Prerequisite: Sociology 101, 102. Credit, *Two hours.* MR. MCGOWAN

SPANISH

e 101, 102. Elementary Spanish. Pronunciation, reading, dictation, grammar exercises, translation—*Pequena Encyclopedia.* Credit, *Two hours.* MR. CORRIOLS.

e 201, 202. Intermediate Spanish. Grammar continued. Translation, written and oral, easy composition, irregular verbs systematically studied; practice in understanding the spoken language. Exercises. Credit, *Two hours.* MR. CORRIOLS.

SCHOOL OF EDUCATION

EDUCATION

e 233. General Psychology for Teachers. This course is designed to give the essential laws and principles of human behavior. There will be a discussion of the methods of psychology; the fundamental native reactions; emotional life; mental life including imagination, thinking, reasoning, and concepts and judgments; sensations; perceptions; adjustment and personality. This course is the foundation for other courses in psychology such as Adolescent Psychology or Child Psychology, Educational Psychology, Abnormal Psychology, etc. Prerequisite: Biol. 107, 108. Credit, *Two hours.* MR. PIERCE.

e 343. Educational Psychology. A study of the psychology of learning. The topics covered include theories of learning; fundamental nature of the process; levels on which learning occurs; principles of learning; types of learning; motivation and learning. Prerequisites: Biol. 107, 108; Ed. 223; Sec. Ed. 224 or El. Ed. 230. Credit, *Two hours.* MR. PIERCE.

COMMERCIAL EDUCATION

e 101, 102. Beginning Shorthand. This course covers the theory, principles and subject matter for the first semester of Gregg shorthand. Credit, *Two hours each semester.* DR. WORLEY.

e 103, 104. Beginning Typing. This course deals with the mastery of machine operations, keyboard reaches, and keyboard control. It has been prepared exclusively for students on the collegiate level—beyond the High School. The whole emphasis is on *doing*. Credit, *Two hours each semester.* MR. BERCIK.

e 223, 224. Advanced Shorthand. Review, drill, and application of the theory and principles developed during the first year through dictation and transcription. Prerequisite: Com. Ed. 101, 102. Credit, *Two hours each semester.* DR. WORLEY.

e 225, 226. Advanced Typing. This course deals with the typing of letters and forms used in the business office. Emphasis is placed upon the placement of the letter, as well as upon the various styles of business letters, and envelope addressing. Prerequisite: Com. Ed. 103, 104. Credit, *Two hours each semester.* MR. BERCIK.

ELEMENTARY EDUCATION

e 101. Art Fundamentals. Provides the student with the methods of drawing from memory, developing the power of free self-expression. For Primary and Intermediate. Credit, *Two hours each semester.* MR. FERENCE.

e 234. The Child and the Curriculum. A study of curricula and their influence on child growth, problems of the individual learner, and methods of improving learning are emphasized. Credit, *Two hours.* Prerequisite: El. Ed. 106.

e 353. Teaching Intermediate Arithmetic. The focal points of this course include research findings concerning both subject matter and its presentation, an acquaintance with methods, materials, and principles of instruction, and observations of actual pupil-teacher situations. Credit, *Two hours.* Prerequisite: El. Ed. 105. MRS. BARR.

e 473. Teaching of Social Studies in Early Childhood Education. A course that seeks to develop a critical knowledge and appreciation of the principles, practices, and trends in educational procedures of teaching Social Studies in the Kindergarten Primary Grades. Credit, *Two hours.* Prerequisites: El. Ed. 234, 230; Ed. 341.

e 479. Teaching English in the Elementary School Grades. Principles, methods, materials, and current practices in the teaching of English from grades four through eight are covered in this course, which includes actual pupil-teacher situations as shown in observations of regular classroom work discussed and evaluated. Credit, *Two hours.* Prerequisites: El. Ed. 234, 230; Ed. 341. MRS. BARR.

DUQUESNE UNIVERSITY EVENING DIVISION

SECONDARY EDUCATION

e 543. Introduction to Psychological Analysis. This course presents an integrated summary of the fundamental bases of human behavior. It is designed to give the student a perspective of the psychological processes involved in man's motor, mental, emotional, and personality makeup, to serve as basic preparation for professional studies and for more advanced work in psychology. Credit, *Two hours*. DR. SNYDER.

e 624. Clinical Psychology. This course deals with an analysis of individuals, and is especially concerned with the psychology of exceptional children and personality and conduct problems. Among the topics considered are: methods of examination, diagnosis and treatment; problems associated with intelligence and special abilities; behavior problems resulting primarily from poor training; personality disturbances; and psychological problems connected with sensory, motor and other organic disabilities. Students who have not had practice in the administration of the Binet test may register for an additional credit. Prerequisite: General Psychology Credit, *Two hours*. DR. SNYDER.

SCHOOL OF NURSING

e 409. Health Education. A study of the principles underlying personal health. Through individual projects an appreciation of community health is developed. The responsibility for health programs in Schools of Nursing in relation to both student and patient is given definite attention. Credit, *Two hours*. MISS JOHNSON.

e 429. Child Care and Training. This course deals with the physical, mental, and emotional growth of the preschool child with special emphasis on habit-formation and correction of behavior problems. Credit, *Two hours*. MISS McCORMICK.

e 431. Nutrition. A study of the dietary essentials as they relate to family diet and economical feeding. Emphasis is placed upon the choice of low-cost adequate diets, education of the family in proper dietary habits and adjustment of the family budget to bring the food consumption to up a health level. Laboratory studies on foods and rat experimentation with diets are included. Credit, *Three hours*. DR. DAVIDSON.

e 433. Control of Communicable Disease and Public Health Administration. This course deals with the organization and activities of the various administrative divisions of the Federal, State, and Local Departments of Health. Special emphasis will be given to the epidemiology of the communicable diseases and the administrative methods for their control. Credit, *Three hours*. DR. HADLEY.

e 435. Public Health Nursing—Principles and Practice. Consideration is given to the history and development of public health nursing and the objectives and functions in the field of public health nursing to meet community needs. It includes the organization of public health nursing service under private and public auspices. Credit, *Two hours*. MISS RUE.

e 436. School Nursing. This course deals with the developments in school nursing, the objectives and functions of the nurse in school health work in rural and urban schools, and the problems in building a well rounded school health program. Credit, *Two hours*. MISS RUE.

SCHEDULE OF EVENING CLASSES

1940-1941

ACCOUNTING

Cat. No.	Subject	Sec.	No.		Hour	Room	Instructor
			Crs.	Even.			
Acct. 201, 202e	Introductory Accounting.....	A	4	Mon.	5:40	614	Gorham
Acct. 201, 202e	Introductory Accounting.....	B	4	Mon.	5:40	513	McDunn
Acct. 201, 202e	Introductory Accounting.....	C	4	Mon.	7:40	606	Gorham
Acct. 201, 202e	Introductory Accounting.....	D	4	Mon.	7:40	614	Miller
Acct. 201, 202e	Introductory Accounting.....	E	4	Mon.	7:40	610	McDunn
Acct. 201, 202e	Introductory Accounting.....	F	4	Wed.	7:40	513	Logan
Acct. 201, 202e	Introductory Accounting.....	G	4	Thurs.	5:40	614	Miller
Acct. 201, 202e	Introductory Accounting.....	H	4	Fri.	5:40	608	McClellan
Acct. 201, 202e	Introductory Accounting—Mid.	I	4	Wed.	5:40	617	McDunn
				Fri.	5:40	614	
Acct. 303, 304e	Principles of Accounting.....	A	4	Tues.	5:40	614	Alton
Acct. 303, 304e	Principles of Accounting.....	B	4	Tues.	7:40	614	Logan
Acct. 303, 304e	Principles of Accounting.....	C	4	Thurs.	5:40	610	Logan
Acct. 303, 304e	Principles of Accounting.....	D	4	Thurs.	7:40	614	Alton
Acct. 303, 304e	Principles of Accounting.....	E	4	Fri.	7:40	614	McClellan
Acct. 305, 306e	Accounting Practice.....	A	4	Wed.	5:40	614	Schneider
Acct. 305, 306e	Accounting Practice.....	B	4	Wed.	7:40	614	Schneider
Acct. 407, 408e	Accounting Systems.....	..	4	Thurs.	7:40	617	Miller
Acct. 409, 410e	Cost Accounting.....	A	4	Mon.	5:40	708	Rush
Acct. 409, 410e	Cost Accounting.....	B	4	Mon.	7:40	704	Boord
Acct. 409, 410e	Cost Accounting.....	C	4	Tues.	7:40	704	Miller
Acct. 411, 412e	Auditing.....	A	4	Mon.	7:40	708	Rush
Acct. 411, 412e	Auditing.....	B	4	Fri.	5:40	708	Rush
Acct. 415, 416e	Managerial Accounting.....	..	4	Wed.	5:40	513	Miller
Acct. 501, 502e	Income Tax Accounting.....	..	4	Thurs.	5:40	708	Rush
Acct. 503, 504e	Miscellaneous Federal and State Taxes.....	..	4	Thurs.	7:40	708	Rush
Acct. 515, 516e	C. P. A. and American Institute Preparation.....	..		By Appointment			Staff
Acct. 517, 518e	Advanced Cost Accounting.....	..	4	Mon.	5:40	704	Boord
Acct. 555, 556e	Review in Accounting.....	..	4	Wed.	7:40	408	McDunn

ADVERTISING

Adv. 317, 318e	Principles of Advertising.....	A	4	Wed.	7:40	405	Sullivan
Adv. 317, 318e	Principles of Advertising.....	B	4	Fri.	7:40	405	Sullivan
Adv. 337, 338e	Newsriting.....	..	4	Tues.	7:40	405	August
Adv. 339, 340e	Photography and its Com- mercial Application.....	..	4	Thurs.	7:40	406	Swank
Adv. 419, 420e	Advanced Advertising.....	..	4	Mon.	7:40	405	Sullivan
Adv. 441, 442e	Copyread. and Headl. Writing ..	..	4	Thurs.	7:40	405	August
Adv. 461, 462e	Advertising Display.....	..	4	Wed.	7:40	406	Irwin

BIOLOGY

Biol. 107, 108e	Principles of Biology.....	..	4	Tues.	7:40	617	Schubert
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DUQUESNE UNIVERSITY EVENING DIVISION

BUSINESS LAW

<i>Cat. No.</i>	<i>Subject</i>	<i>Sec.</i>	<i>No. Crs. Even.</i>	<i>Hour</i>	<i>Room</i>	<i>Instructor</i>
B.L. 301, 302e	Introductory Business Law....	A	4 Mon.	5:40	608	Eulenstein
B.L. 301, 302e	Introductory Business Law....	B	4 Mon.	7:40	613	Garrahan
B.L. 301, 302e	Introductory Business Law....	C	4 Wed.	5:40	613	Farrell
B.L. 301, 302e	Introductory Business Law....	D	4 Thurs.	7:40	612	Lacey
B.L. 301, 302e	Introductory Business Law....	E	4 Thurs.	7:40	606	Eulenstein
B.L. 403, 404e	Advanced Business Law.....	A	4 Thurs.	5:40	613	Farrell
B.L. 403, 404e	Advanced Business Law.....	B	4 Thurs.	7:40	610	Ebberts
B.L. 405, 406e	Real Estate Law.....	..	4 Tues.	5:40	617	Ebberts

CHEMISTRY

Chem. 101e	Inorganic Chemistry (Lect.) ..	4	Thurs. 5:30	18C	Matejczyk
	(Lab.) ..		Thurs. 7-9	1C	Matejczyk

COMMERCE

Com. 109, 110e	Foreign Commerce and Indust. ..	4	Tues. 7:40	613	Tchirkow
Com. 303, 304e	Principles of Marketing.....	4	Wed. 5:40	610	Morris
Com. 323, 324e	Business Communication.....	A	4 Mon. 5:40	617	Ebberts
Com. 323, 324e	Business Communication.....	B	4 Mon. 7:40	617	Greenberg
Com. 413, 414e	Traffic Management.....	..	4 Mon. 7:40	608	Magee
Com. 421, 422e	Principles of Salesmanship....	A	4 Tues. 7:40	406	Dwyer
Com. 421, 422e	Principles of Salesmanship....	B	4 Wed. 7:40	715	Dwyer
Com. 425, 426e	Retail Store Management.....	4	Thurs. 7:40	613	Strauss
Com. 509, 510e	Economic Geography of Asia... ..	4	Tues. 5:40	613	Tchirkow
Com. 511, 512e	Market Analysis.....	4	Wed. 7:40	710	Rayhawk

COMMERCIAL EDUCATION

Com.Ed. 101, 102e	Beginning Shorthand.....	4	T.&Th. 5:40	715	Worley
Com.Ed. 103, 104e	Beginning Typewriting.....	A	4 M.&W. 5:40	712	Bercik
Com.Ed. 103, 104e	Beginning Typewriting.....	B	4 T.&Th. 6:40	712	Bercik
Com.Ed. 223, 224e	Advanced Shorthand.....	4	T.&Th. 6:40	715	Worley
Com.Ed. 225, 226e	Advanced Typewriting.....	4	T.&Th. 5:40	712	Bercik

ECONOMICS

Econ. 211e	Principles of Economics.....	A	4 Mon. 5:40	606	Farley
Econ. 211e	Principles of Economics.....	B	4 Wed. 7:40	610	Farley
Econ. 212e	Principles of Economics.....	..	4 Tues. 7:40	610	Spiegel

EDUCATION

Ed. 223, 224e	General Psychology.....	4	Wed. 7:40	606	Pierce
Ed. 343, 344e	Educational Psychology.....	4	Tues. 5:40	513	Pierce

ELEMENTARY EDUCATION

El.Ed. 101, 102e	Art Fundamentals.....	4	Wed. 5:40	701	Ference
El.Ed. 234e	Child and the Curriculum.....	2	Thurs. 5:40	704	
El.Ed. 353e	Teaching Arithmetic in Intermediate Grades.....	2	Mon. 7:40	715	Barr
El.Ed. 473e	Teaching Social Studies in Early Childhood Education..	2	Thurs. 7:40	704	
El.Ed. 479e	Teaching English in Intermediate Grades.....	2	Mon. 5:40	715	Barr

P I T T S B U R G H - P E N N S Y L V A N I A

ENGLISH

<i>Cat. No.</i>	<i>Subject</i>	<i>Sec.</i>	<i>No. Crs.</i>	<i>Even.</i>	<i>Hour</i>	<i>Room</i>	<i>Instructor</i>
Eng. 101e	English Composition.....	A	4	Tues.	5:40	606	Boleký
Eng. 101e	English Composition.....	B	4	Mon.	7:40	707	Einloth
Eng. 201e	Philosophy of Literature.....	A	4	Tues.	5:40	505	Einloth
Eng. 201e	Philosophy of Literature.....	B	4	Thurs.	7:40	701	Einloth
Eng. 301, 302e	Survey of American Literature. . .	4	Mon.	7:40	408	Dubois	
Eng. 308e	Literary Criticism.....	2	Thurs.	7:40	505	Griffin	
Eng. 363, 364e	Contemporary American Drama ..	4	Tues.	7:40	608	Griffin	
Eng. 407, 408e	Aesthetics.....	4	Wed.	7:40	505	Desmond	
Eng. 543, 544e	Development of the English Novel.....	4	Wed.	5:40	704	Dubois	

FINANCE

Fin. 311, 312e	Principles of Money & Banking ..	4	Fri.	7:40	606	Sutton	
Fin. 313, 314e	Corporation Finance.....	4	Mon.	7:40	505	Knight	
Fin. 415, 416e	Credit Management.....	A	4	Tues.	7:40	707	Ferguson
Fin. 415, 416e	Credit Management.....	B	4	Tues.	7:40	715	Eitel
Fin. 417, 418e	Investment Analysis.....	4	Fri.	5:40	613	Knight	
Fin. 419, 420e	Stock Market & Com. Exch. . . .	4	Mon.	5:40	701	Knight	
Fin. 501, 502e	Industrial Combinations.....	4	Tues.	7:40	701	Strong	
Fin. 507, 508e	Problems in Credit Management ..	4	Tues.	5:40	608	Ferguson	

FRENCH

Fr. 201, 202e	Intermediate French.....	4	Tues.	5:40	701	Monticone	
Fr. 301, 302e	French Conversation.....	4	Mon.	7:40	701	Monticone	
Fr. 411, 412e	Survey of French Literature... ..	4	Tues.	7:40	408	Monticone	

HISTORY

Hist. 201, 202e	Modern European History.....	4	Wed.	7:40	612	Salandra	
Hist. 301, 302e	Social and Economic History of U. S.....	4	Wed.	7:40	704	Risch	

MANAGEMENT

Mgt. 115, 116e	Business Mathematics.....	4	Wed.	5:40	617	McDunn	
			Fri.	5:40	614		
Mgt. 303, 304e	Business Organization & Mang. . .	4	Wed.	7:40	707	McCullough	
Mgt. 351, 352e	Business Statistics.....	A	4	Tues.	7:40	710	Ruschhaupt
Mgt. 351, 352e	Business Statistics.....	B	4	Thurs.	7:40	710	Ruschhaupt
Mgt. 405, 406e	Personnel Administration.....	4	Thurs.	5:40	617	McCullough	
Mgt. 407, 408e	Production Management.....	4	Mon.	5:40	613	McIlveen	
Mgt. 409, 410e	Office Management.....	4	Tues.	7:40	606	Fullerton	
Mgt. 461, 462e	Business Psychology.....	4	Fri.	5:40	606	Grant	
Mgt. 501, 502e	Business Policy.....	4	Thurs.	7:40	608	Strong	

MATHEMATICS

Math. 101, 102e	Algebra-Trigonometry.....	4	Mon.	7:40	612	Kozora	
Math. 301, 302e	Calculus.....	4	Wed.	5:40	612	Cronin	

DUQUESNE UNIVERSITY EVENING DIVISION

NURSING EDUCATION

<i>Cat. No.</i>	<i>Subject</i>	<i>Sec.</i>	<i>No. Crs. Even.</i>	<i>Hour</i>	<i>Room</i>	<i>Instructor</i>
Nurs. 409e	Health Education	2	Mon.	7:40	406	Johnson
Nurs. 429e	Child Care and Training	2	Mon.	5:40	612	McCormick
Nurs. 431e	Nutrition (Lect.)	3	Wed.	7:40	608	Davidson
	(Lab.)	...	Fri.	2-4	Mercy	
Nurs. 433e	Control of Communicable Dis- ease and Public Health Adm. . .	3	Wed. Fri.	5:40 4-5	608 C	Hadley
Nurs. 435e	Principles of Public Health Nursing	2	Wed.	7:40	613	
Nurs. 436e	School Nursing	2	Tues.	5:40	708	

PHILOSOPHY

Phil. 301e	Logic and Epistemology.....	4	Thurs. 7:40	513	Smith
Phil. 302e	Rational Psychology.....	4	Tues. 7:40	513	Carroll
Phil. 401e	General Ethics.....	4	Wed. 7:40	617	Smith

PHYSICS

Phy. 207, 208e	Principles of Physics.....	4	Thurs. 5:40	608	Kozora
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POLITICAL SCIENCE

P.S. 201, 202e	Federal-State Government.....	4	Wed. 7:40	701	Kelley
P.S. 503e	International Relations.....	2	Thurs. 5:40	606	Kelley

SECONDARY EDUCATION

Ed. 543e	Introduction to Psychological Analysis.....	2	Tues. 5:40	704	Snyder
Ed. 624e	Clinical Psychology.....	2	Fri. 5:40	610	Snyder

SECRETARIAL STUDIES

S.S. 301, 302e	Secretarial Procedure.....	4	Thurs. 7:40	715	Fullerton
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SPANISH

Sp. 101, 102e	Elementary Spanish.....	4	Thurs. 5:40	612	Colombo
Sp. 201, 202e	Intermediate Spanish.....	4	Tues. 5:40	612	Colombo

SPEECH

Sp. 105, 106e	Public Speaking.....	A 4	Mon. 5:40	610	Fallon
Sp. 105, 106e	Public Speaking.....	B 4	Fri. 7:40	707	Fallon

SOCIAL SCIENCE

S.S. 101, 102e	Social Studies I.....	4	Thurs. 7:40	408	Walton
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SOCIOLOGY

Soc. 101, 102e	Principles of Sociology.....	4	Wed. 7:40	708	McGowan
Soc. 307, 308e	Crime and Society.....	4	Wed. 5:40	708	McGowan

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886.

DUQUESNE UNIVERSITY

The offices of the Evening Division are available for information concerning the other departments of the University at any time. For the convenience of those who wish to make direct contact with the various schools and departments of the University, the following directory is given:

THE CAMPUS

Bluff and Colbert Streets

Phone: GRant 4635

	<i>Room</i>	<i>Building</i>
Office of the President.....	107	Administration
Office of the Vice President.....	113	Administration
Office of the Treasurer.....	110	Administration
Office of the Registrar.....	105	Administration
The Dean of Men.....		Activities
The Dean of Women.....		Activities
The College of Liberal Arts and Sciences.....	37	Canevin Hall
The School of Business Administration.....	27	Canevin Hall
The School of Pharmacy.....	17	Canevin Hall
The School of Music.....	101	Music Building
The School of Education.....	47	Canevin Hall
The School of Nursing.....		St. Henry's Hall
The Graduate School.....	37	Canevin Hall
Director of the Summer Session.....		Activities

THE DOWNTOWN DIVISION

Fourth, Fifth, Sixth, and Seventh Floors, Fitzsimons Building

331 Fourth Avenue

	<i>Room</i>	<i>Phone</i>
The Downtown Evening Division.....	604	CO urt 3886
The School of Law.....	411	GR ant 4640
The School of Business Administration.....	604	CO urt 3886
The Department of Commercial Education.....	702	CO urt 3886

For literature concerning the schools and departments of the University, address the Registrar.

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

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SCHOOL OF EDUCATION

GRADUATE SCHOOL

SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

PITTSBURGH, PA.

GRant 4635

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars
to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 8

THE GRADUATE SCHOOL

1940 - 1941



DUQUESNE UNIVERSITY

PITTSBURGH, PA.

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DUQUESNE UNIVERSITY

THE GRADUATE SCHOOL

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DOMINIC DE LA SALANDRA, Ph.D.....	<i>Assistant Professor of History</i>
A. M. SNYDER, Ph.D.....	<i>Assistant Professor of Educational Psychology</i>
GORDON B. STRONG, Ph.D.....	<i>Professor of Business Economics</i>
JOHN J. SULLIVAN, C.S.SP., Ph.D.....	<i>Professor of Ancient Languages</i>
GEORGE V. TCHIRKOW, D. Int. L.....	<i>Associate Professor of Commerce</i>
HOLLIS R. UPSON, Ph.D.....	<i>Instructor in English</i>
CHARLES H. VANDUZER, Ph.D.....	<i>Assistant Professor of History</i>
RAYMOND J. WORLEY, Ph.D.....	<i>Professor of Education</i>

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. The student body numbers nearly 3,500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The University buildings include an administration building, research laboratories, a chemistry building, a music building, a library, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the university, the school of law and the law library.

RECOGNITION

Under date of March 30, 1911, the Supreme Court of the state of Pennsylvania approved the B.A. and B.S. degrees granted by Duquesne University and ordered that they be accepted by the State Board of Law Examiners as satisfactory evidence of a candidate's fitness to begin the study of law without further examination.

On May 9, 1919, the same Court, through the agency of the State Board of Law Examiners, accepted Duquesne University's B.S. in Economics degree for the purpose of registration of law students.

Under date of February 19, 1926, the Board of Regents of the University of the State of New York formally registered Duquesne University under Section 403 of Regents' Rules, in its course of study leading to the degree of Bachelor of Arts. Graduates holding this degree are entitled to the remission of one year in the study of law for admission to the bar examinations in the state of New York.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy on March 10, 1926.

The State Council of Education of Pennsylvania has placed Duquesne University on the list of accredited institutions whose graduates may obtain the provisional or permanent college certificate for teaching. The same council in 1930 recognized Duquesne University's degrees in Education and in Music, and in 1937 approved the School of Nursing.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, the American Medical Association, the Association of Collegiate Schools of Nursing, and the Public Health Nursing curriculum offered by the university is on the list of schools approved by the Education Committee of the National Organization for Public Health Nursing.

AIM

The general aim of the administrative officers of Duquesne University, as a body of educators, is to secure the combined development of both mind and heart in the formation of character, for the man and citizen. They recognize moral training as an essential element of true education, and while offering every facility in the acquisition of the highest and broadest mental culture, they spare no effort to form in the student habits of virtue and moral integrity. It is their ultimate ambition to form men of deep thought, of solid principles and of sound character.

The President of the University, the Deans of the various schools, the Dean of Men, the Dean of Women and the Registrar

constitute the University Council. The purpose of this organization is to determine matters of university policy, to maintain uniformity in certain executive procedures throughout the university and to coordinate the work of the schools that compose it.

The Board of Advisors, composed of distinguished business and professional men, is designed to be a connecting link between the university and the citizens of Pittsburgh and Western Pennsylvania. Its purpose is to aid in discovering the best means by which the university may enlarge its sphere of usefulness.

WOMEN STUDENTS

Until 1915 regular courses in the various schools had been limited to men students. After that year, however, because of increasing demands women were admitted first to the schools of Law, Business Administration, and Drama. At present women students are admitted to all departments of the university.

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED COLLEGES

1. Applicants should address the University Registrar to obtain the necessary application blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Penna.
3. Upon receipt of this application the university will obtain from the school attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant will be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
- 2 The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Penna.

3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar). All schools register students during this period. Late registration, permitted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for all regular and special day students is held on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with the head of his department.

(3) Tuition and fees for the semester are payable at registration time.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of the head of the department. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

GRADING

Because of the advanced nature of graduate courses, a system of grading student achievement slightly different from that which is uniform throughout the other schools of the University has been adopted. The Graduate School grading system is as follows: H, the highest grade, indicating excellence or "honor"; P, "pass", indicating that the student has done satis-

DUQUESNE UNIVERSITY GRADUATE SCHOOL

factory work; F, failure; I, incomplete, the grade is deferred until all course work is completed;* X, absent from final examination; W, official withdrawal.

The quality Point System, instituted throughout the undergraduate schools, does not apply to graduate students.

**All incomplete grades must be removed within one calendar year from the beginning of the course.*

TUITION AND FEES

Tuition, per Semester Hour Credit \$10.00

The total tuition for the semester is payable at the time of registration, unless other arrangements are made through the Deferred Tuition office.

Registration fee 1.00

A fee of one dollar is required each time the student registers for courses.

Library Fee 5.00

A fee of five dollars, payable once each academic year, is charged all graduate students. This fee includes use of the University library and all its facilities except transportation costs on inter-library loans.

Thesis Binding Fee 5.00

To cover the cost of binding three copies of the thesis.

Special Examination Fee 10.00

This fee is charged all students who are granted a special examination to satisfy either general or special degree requirements.

Late Entrance Fee 5.00

A late entrance fee of five dollars is charged all students registering later than the last day of the registration period.

Laboratory Fee 10.00

For all graduate courses requiring laboratory work.

Graduation Fees	{ Master's degree	25.00
	{ Doctor's degree	50.00

REFUNDS FOR WITHDRAWALS

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a refund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

<u>Withdrawal</u>	<u>Refund</u>
1st week.....	90%
2nd week.....	70%
3rd week.....	60%
4th week.....	50%
5th week.....	30%
6th week.....	20%
7th week.....	10%
8th week.....	5%

No refund will be made to students who are requested to withdraw as a result of faculty action.

DEGREES

The Graduate School offers advanced studies leading to a degree in the major departments of the University. The degree of Master of Arts may be obtained in English, French, History, Latin, Music and Philosophy. The degree of Master of Science may be obtained in Biology, Chemistry, Education, Business Administration, Music, Pharmacy and Pharmacognosy. The degree of Master of Education may be obtained by those whose special interest lies in the field of pedagogy.

ADMISSION

The applicant for admission to the Graduate School must, at the time of applying for admission, present evidence that he has received a Bachelor's degree from an approved college. At the same time, he must file with the University Registrar a certified transcript of his undergraduate record. In certain circumstances, where a student who does not possess a Bachelor's degree may with profit attend graduate classes the Graduate Council may waive this requirement; but in no case will such a student be admitted to candidacy for a degree, unless he presents evidence of having completed the minimum admission requirements of the department in which he seeks to take his degree. Students whose general qualifications warrant their admission to the Graduate School, but for whom some supplementary

study is prescribed by the department, may not be admitted to candidacy for a degree until all deficiencies have been removed.

Persons holding a baccalaureate degree who desire to pursue graduate study without applying for a degree may register as Special Students. Should such a student later determine to work toward a degree, notification must be given to the Graduate Council of such intention at least a full year before the date on which he expects his degree. Further, in such an event, the student must fulfill all the general and special requirements prescribed by the Graduate Council and his major department.

GENERAL REQUIREMENTS

1. Course Requirement

Although it is recognized that the mere accumulation of credit hours is not a guarantee of proficiency in graduate studies, the candidate for the degree of Master of Arts or Master of Science will be required to pursue courses equivalent in quantity to twenty-four semester hours, at least eighteen of which must be in his major field of study. If the student offers a course open to graduates and undergraduates for credit toward his degree, the student will be expected to complete, in addition to the regular assignments of the course, additional special work in that course of a quality distinctly graduate.

Before the end of the first semester in which he attends courses in the Graduate School, the candidate must prepare, in consultation with the head of the department of his major field, his full program of study. This program should not be disintegrated, haphazard, or fragmentary, but must represent a unified and well-organized group of studies. It is recommended that candidates for the Master's degree complete *all* their studies in a single field; in no case will a student be permitted to offer a so-called "second minor," or more than six semester hours' credit in a single minor field.

Because of the special requirements of those who are teaching in elementary or secondary schools, and in order to meet the regulations for certification by the Pennsylvania Department of Public Instruction, the Graduate School offers the degree of Master of Education. This degree requires thirty semester hours of study, but no thesis is demanded of the student. Of the thirty hours' credit required, a minimum of twenty must be in the field of Education.

No graduate courses may be taken without the approval of the head of the department, and the Chairman of the Graduate Council, *and all work to be accepted toward a degree must be completed within a period of five years.*

2. Residence Requirements

All work offered toward the Master's degree must be done in residence, except such research as may be necessary for the thesis. By "residence" is understood work done in regular courses offered by one of the Divisions of the University. No graduate credit will be allowed for work done in extension courses. In certain cases, students who wish to transfer to this Graduate School from another institution, may be permitted advanced standing, but in no case will more than six such credits be accepted.

3. Preliminary Examination

All candidates for the degree of Master of Arts, Master of Science, or Master of Education are required to pass a Preliminary Examination at least one full semester before being admitted to candidacy for a degree. This requirement applies to all students who matriculate after August 1, 1940. Preliminary examinations in all fields are held in November and March, on dates indicated on the Graduate School Calendar. Students proposing to take this examination must register with the Chairman of the Graduate Council at least ten days before the time at which the examination is scheduled. No fee is charged for this examination.

The purpose of the Preliminary Examination is to enable the members of the department to evaluate the student's background and general fitness for graduate study in the special field in which he plans to do his major work. A student who fails to pass the examination successfully may apply for admission to the next regularly scheduled examination. Failure in the second attempt however, will be considered as evidence that the student is insufficiently prepared to pursue graduate courses profitably, and he will not be admitted to candidacy for a degree.

4. Language Requirement

Candidates for the degree of Master of Arts and Master of Science are required to give evidence by examination that they possess a reading knowledge of one modern foreign language, as a suitable tool for research. Candidates for the degrees of Master of Education or Master of Business Administration are not obliged to fulfill this requirement.

Language examinations will be held twice a year, in April and July, on dates indicated on the Graduate School calendar. As with the Preliminary and Comprehensive Examinations, students proposing to take this examination must register with the Chairman of the Graduate Council at least ten days before the date on which the examination is scheduled. No fee is charged for this examination.

5. Thesis Requirement

A thesis is required of every candidate for the degrees of Master of Arts, Master of Science, and Master of Business Administration. On or before December first of the year in which the student expects to receive his degree, he must present to the Board of Graduate Studies a detailed outline of the thesis or problem he plans to develop. When the thesis subject is approved, the Board will appoint an advisor from the appropriate department who will direct the student in the preparation of the dissertation.

The completed thesis, approved by the departmental advisor, must be submitted to the Board of Graduate Studies *not later than April 15*, if the degree is to be awarded in June, or *July 15*, if the degree is expected in August. *No exception to this regulation can be made*, and responsibility for its fulfillment devolves upon the candidate himself. When the candidate receives notice that his thesis has been approved by the Board of Graduate Studies, he shall deposit with the Chairman three bound, typewritten copies (one original, two carbon) for the files of the Graduate School, and the University Library. These copies become the permanent property of the University, and may not be published elsewhere, in whole or in part, unless consent has been obtained.

The title page of the completed dissertation, besides containing the full title and the author's name, must bear the words:

*Submitted in partial fulfillment of the requirements
for the degree of Master of Arts (or Master of Science)
in the Graduate School of Duquesne University.**

**For general directions concerning the form of the thesis, the student should consult the Graduate Handbook, pp. 6-8.*

6. Comprehensive Examinations

All candidates for a Master's degree must pass a comprehensive examination before a degree will be conferred. This

examination, presupposing that a student is thoroughly familiar with his field, will consist of general questions on the subject as a whole, and its related fields, and specific questions upon the work which the student has done in course. The examination may be either oral or written, or both, at the option of the department concerned. The comprehensive examination will be held, usually, on the first Saturday of May and the third Saturday of July. Registration for this examination must be made at least ten days before the date upon which it is scheduled. All candidates who have completed less than one third of their program by August 9, 1940, will be required to take this examination.

Special Requirements for Degrees and Courses of Instruction

Courses available for graduate credit throughout the University are numbered "500" and "600." Courses numbered 500-599 are primarily graduate courses to which properly qualified undergraduates may, with the permission of their dean, be admitted. These courses, generally, are broader in scope, or fundamental in character. Courses numbered 600-699 or above, are exclusively graduate, and specialized in character. Tutorial courses, or special seminars in the Graduate School are, for convenient identification, numbered "700."

N.B.—All courses listed on the following pages are those offered during the academic year 1940-41 only. For the complete roster of graduate courses, consult the General Bulletin of the University.

BIOLOGY

Degree: Master of Science.

Admission: A minimum of 24 semester hours in Biology, with the satisfactory completion of Biology 101, 102; 201, 202; 401, 402, or equivalent.

Fields of Concentration: Botany
Zoology

Botany { Genetics
Advanced Taxonomic Botany
Plant Pathology

Required Courses:

Zoology { Genetics
Advanced General Physiology
Embryology

DUQUESNE UNIVERSITY GRADUATE SCHOOL

COURSES

501, 502. Micrology and Histology. Modern techniques for the preparation of plant and animal tissues for microscopic study. The details of histological structure will be studied. Credit, *Four to Six hours*.

504. Advanced Plant Physiology. A detailed study of plant diseases of especial economic importance. Credit, *Four to Six hours*.

506. Cytology. A study of the structure and reactions of cells, including mitosis and reduction division. Credit, *Four to Six hours*.

507, 508. Bacteriology and Immunology. A study of typical pathogenic bacteria, including reactions of the host resulting in immunity. Prerequisite: Biol. 201. Lecture, 3 hours, laboratory, 4 hours. Credit, *Eight hours*.

511. Advanced General Physiology. A detailed study of the functions of mammalian organs and tissues. Credit, *Four to Six hours*.

514, 515. Invertebrate Zoology. A study of special invertebrate types. Credit, *Four to Six hours*.

517. Advanced Taxonomic Botany. A study of classification and identification of flowering plants, with theories of relationship and intensive study of special groups. Credit, *Four to Six hours*.

518. Advanced Plant Anatomy. A study of the detailed structure of seed plants of different types. Credit, *Four to Six hours*.

521. Genetics. A study of the various types of inheritance in typical plants and animals. Credit, *Four hours*.

700. Special Problems in Biology. Credit, *Four to Six hours*.

BUSINESS ADMINISTRATION

Degree: Master of Business Administration.

Admission: Successful completion of a four year course in Business Administration in an accredited college.

Fields of Concentration: Accounting
Finance
Marketing
Economic Geography and Foreign Trade
Management

A minimum of eighteen credits must be selected in one field, or in fields closely allied.

Required Courses: Advanced Business Statistics. 4 credits
Theory of Business Organization and
Management. 2 credits

Thesis: A thesis on a selected business problem, restricted in scope and requiring original investigation.

COURSES

ACCOUNTING

501, 502. Income Tax Accounting and Reports. A special class for executives, auditors, accountants, and others who are qualified by training and experience to make a detailed study of the present Federal and State Income Tax requirements; in connection with this, practical application in the preparation of reports. Prerequisite: Acct. 411, 412 or equivalent. Credit, *Four hours.* PROFS. RUSH AND A. L. SCHNEIDER.

503, 504. Miscellaneous Federal and State Taxes. A preparation of reports, accounting problems, and procedure arising from Pennsylvania capital Stock and Loans, Mercantile, County and State Personal Property, Inheritance, Estate, Documentary Stamp, Unemployment Insurance, and Local Taxes; also Federal Capital Stock, Excess Profits, Undivided Profits, Estate, Gifts, Excise, Unemployment Insurance and Old Age Benefits. Prerequisite: Acct. 303, 304 or 305, 306 or equivalent. Credit, *Four hours.* PROF. SNYDER.

517, 518. Advanced Cost Accounting. A study of the application of cost accounting principles to various kinds of business enterprise. Analysis of standard and job costs in manufacturing, merchandising, and public service industries. Prerequisite: Acct. 409, 410 or equivalent. Credit, *Four hours.* MR. MILLER.

555, 556. Review in Accounting. A review of accounting comprising procedure, partnership, and corporate form, special advanced problems covering principle, practice, auditing costs, dealing more specifically with appraisals, depletion, revaluation, devaluation, depreciation, amortization, determining good will and other intangible values, inventories, etc. The problems in this course are designed to cover cases in revision and adjustment of assets, also to cover the more difficult problems of a current nature that are not found in any of the other accounting courses. Prerequisite: Acct. 303, 304; 305, 306; 409, 410; and 411, 412 or equivalent. Credit, *Four hours.* MR. McDUNN.

BUSINESS ECONOMICS

501, 502. World Resources and Industries. First, a study of the functional relationship between the social sciences; Economics, Sociology, Human Geography, etc. Second, an interpretation of the world's industrial and agricultural structure and trends. Prerequisites: B.E. 301, 302. Credit, *Four hours.* DR. STRONG.

503, 504. International Economic Policy. This course will investigate the multitudinous affairs and relations brought about by the economic interests between the various nations, and the controversial items which are the result of these relations, interests, and the essential inter-dependence of the economic life of widely-separated regions. Among the sub-topics treated will be the following: fallacies respecting foreign trade; free trade and protectionism; preferential tariffs; reciprocal trade treaties and bi-lateral trade arrangements; colonial policies; dumping; international patent control; flow of international investments; international debts; disarmament and pacifism; balance of power and political influences upon world trade; reparations; control of resources; trade conflict and imperialism. Prerequisites: B.E. 301, 302 or equivalent. Credit, *Four hours.* DR. STRONG.

COMMERCE

509, 510. Economic Geography of Asia. This is a regional study of the resources, industries, and commercial expansion of the continents of Asia and Australis. A detailed study will be made of trade, social customs, governments and economic possibilities of China, Japan, India, Turkey, Siberia, East Indies, Australia, and New Zealand. Considerable attention will be given to disturbing developments in the Far East arising from the friction existing between China, Japan and Russia, and impending changes in world relationships likely to arise therefrom. Prerequisite: Commerce 303, 304 or equivalent. Credit, *Four hours*. DR. TCHIRKOW.

511, 512. Market Analysis. A seminar course, in which the student, acting as marketing executive, develops, through sound analysis, the working plans for the effective marketing of specific merchandise. Plans ordinarily require numerous analyses of markets, products, marketing practices, advertising methods, etc. Sources of information may include published research reports, company records, and original data, collected by questionnaire, interview, or observation, and prepared in accordance with statistical methods. Within practical limits, plans are developed primarily for the Pittsburgh area. Prerequisites: Commerce 303, 304 and Mgt. 351, 352 or equivalent. Course must be taken for full academic year for credit. Credit, *Four hours*. DR. RAYHAWK.

FINANCE

501, 502. Industrial Combinations. An advanced course for the study of the economic principles, policies, and practices of the combination problem of industry as affected by legal, political, social, and historical influences. Combination movements and forms of inter-company relationship are examined. The changing nature and extent of competition and monopoly is developed and analyzed by a study of specific industries. Business and governmental policies with reference to the problem of social control are considered. Prerequisite: Finance 313, 314; B.E. 301, 302 or equivalent. Credit, *Four hours*. MR. KNIGHT.

503, 504. Problems in Credit Management. This course deals with the problems in the operation of the Credit and Collection Departments of manufacturing, service, and mercantile establishments. It includes the practical application of the fundamentals of business law, credit interpretation of financial statements, ratio analysis of both balance sheet and operating statements with purification for credit purposes; a study of insurance and bonding proceedings in the sale of merchandise, a study of interpretation of economic forecasts and administrative problems of the credit man. Prerequisite: Fin. 415, 416 or equivalent, and permission of the instructor. Credit, *Four hours*. MR. FERGUSON.

505, 506. Current Banking Problems. As an advanced study of the principles of money, credit, and banking this course makes an analytical survey of the recent changes and tendencies in this field. A substantial portion of the work is concerned with an examination of the doctrines of the modern schools of thought and the development of simplified research projects. Prerequisite: Fin. 311, 312 or equivalent. Credit, *Four hours*. MR. KNIGHT.

MANAGEMENT

501, 502. Business Policy. This course is designed to clarify and organize the student's understanding of executive responsibility in business decisions,

and to investigate intensively current technological, political, and social developments that affect policy formation. Co-ordination between specialized fields of Business Administration is expounded as a basic principle of systematic management. Prerequisite: Mgt. 303, 304 or equivalent. Credit, *Four hours*. DRS. STRONG, RAYHAWK.

507, 508. Advanced Business Statistics. A seminar course, in which the student develops and presents for general discussion timely and practical studies, requiring understanding and employment of relatively advanced statistical procedures. The student is responsible for all phases of the study, from its definition to preparation of final reports for publication. These studies ordinarily require research into particular fields of business activity and supervision of field and clerical personnel. Prerequisite: Mgt. 351, 352 or equivalent. Credit, *Four hours*. DR. RAYHAWK.

CHEMISTRY

Degree: Master of Science.

Admission: A minimum of 24 semester hours in Chemistry, including Chemistry 101, 102; 201, 202; 204, 205; 301, 302; 401, 402 or equivalent.

Fields of Concentration: Physical Chemistry
Organic Chemistry

Required Courses:	Physical Chemistry	Thermo-Kinetics	
		Advanced Organic	or
	Organic Chemistry	Physical Organic	
		Advanced Organic	or
		Physical Organic	or
		Thermo-Kinetics	

COURSES

501, 502. Physical Chemistry. An elementary course covering the fundamental principles, laws and theories of chemistry. The subject matter includes a study of the properties of the different states of matter, chemical equilibria, colloids, thermochemistry and photochemistry. Prerequisite: Physics 201, 202 and Chemistry 301, 201, 202 or equivalent. Calculus is desirable. Class, 3 hours; Laboratory, 4 hours. Credit, *Eight hours*. DRS. ROSENBERG AND DUNKELBERGER.

505. Qualitative Organic Analysis. A course dealing with the identification of organic compounds. Prerequisites: Chemistry 301, 201, 202 or equivalent. Class, 2 hours; Laboratory, 6 hours. Credit, *Four hours*. MR. O'CARROLL.

520. Colloid Chemistry. A study of surface phenomena and their application to disperse systems such as colloids, jels and emulsions. Prerequisite: Chemistry 401, 402 or equivalent. Class, 2 hours; Laboratory, 2 hours. Credit, *Four hours*. MR. MATEJCZYK.

601. Chemical Kinetics. A study of the velocity of reactions, its mathematical description, and the interpretation of its bearing on the mechanism of chemical changes. Credit, *Six hours*. DR. DUNKELBERGER.

609, 610. Physico-Organic Chemistry. A study of the methods for determining the size, shape, and structure of organic molecules, and the nature and velocity of organic reactions. Prerequisite: Physical Chemistry 501, 502. Credit, *Six hours*. DR. DUNKELBERGER.

611. Advanced Organic Chemistry. The newer concepts of organic chemistry are discussed. Credit, *Six hours*. MR. O'CARROLL.

621, 622. Chemical Thermodynamics. Applications of thermodynamics to thermo-chemistry, changes of state, equilibrium of gases and solutions, and electro-chemistry. Characteristic equations of state, Entropy and the Nernst heat theorem. Mathematical prerequisite: Calculus through partial derivatives. Credit, *Six hours*. DR. DUNKELBERGER.

626. Advanced Organic Synthesis. Lectures on special topics, with laboratory work consisting in the repetition of suggestive synthetic steps from the original literature of organic chemistry. Credit, *Five hours*. DR. DUNKELBERGER.

700. Seminar. Credit, *Six hours*. DR. DUNKELBERGER.

EDUCATION

Degrees: Two professional degrees are offered:

1. Master of Science in Education. The various programs leading to this degree are planned primarily for those who, having had experience in teaching or administrative work, wish to prepare themselves for such specialized forms of service as supervision, counselling, or the administration of an elementary, secondary, vocational or technical school.

2. Master of Education. The program for this degree is planned for students seeking pre-service preparation for teaching in the secondary school. There may be two types of candidates for this degree: (a) those who, early in their undergraduate work, make definite plans whereby preparation for teaching may be carried through four undergraduate years and a fifth year of advanced professional study, and (b) those who wish to prepare for teaching even though they may have secured little or no professional training during their undergraduate studies.

Admission: Bachelor of Arts, Bachelor of Science in Education, or equivalent.
A. Psychological Courses

Fields of Concentration: B. Administrative Courses
C. Theory Courses (History, Principles, Philosophy)

Thesis: A thesis is required of all candidates for the degree of Master of Science in Education. No thesis is required for the degree of Master of Education, but the candidate is required to substitute six semester hours of instruction.

Required Courses:

- A. Advanced Educational Psychology
Education Seminar
- B. Organization of Supervision
- C. Philosophy of Education
History of Education
Research Problems in Education

N. B. The courses listed above are required of all candidates for a degree in Education.

COURSES

A. Psychological Courses

517, 518. Psychology of Learning. Theories and definitions of learning, learning processes, and the application of principles of learning to practical situations. Credit, *Four hours*. MR. PIERCE.

521, 522. Introduction to Advanced Educational Psychology. Prerequisite: 6 hours of Psychology. A treatment of the origin and growth of human behavior. Credit, *Four hours*. MR. PIERCE.

543, 544. Introduction to Psychological Analysis. This course presents an integrated summary of the fundamental bases of human behavior. It is designed to give the student a perspective of the psychological processes involved in man's motor, mental, emotional, and personality make-up, to serve as basic preparation for professional studies and for more advanced work in psychology. Credit, *Four hours*. DR. SNYDER.

561, 562. Comparative Psychology. The history and purpose of comparative Psychology. Credit, *Four hours*. DR. SNYDER.

624. Clinical Psychology. This course deals with an analysis of individuals, and is especially concerned with the psychology of exceptional children and personality and conduct problems. Among the topics considered are: methods of examination, diagnosis and treatment; problems associated with intelligence and special abilities; behavior problems resulting primarily from poor training; personality disturbances; and psychological problems connected with sensory, motor and other organic disabilities. Students who have not had practice in the administration of the Binet test may register for an additional credit. Credit, *Three hours*. DR. SNYDER.

625. Psychometric Techniques. A detailed practical treatment of the development, standardization, and statistical analysis of scores, and specific instruction in the administration and interpretation of the Sanford revision of the Binet-Simon intelligence scale. Students who have not had practice in the administration of the Binet Test are expected to perform twenty-five individual examinations. Prerequisite: Ed. 624, Clinical Psychology. Credit, *Three hours*. DR. SNYDER.

B. Administrative Courses

533, 534. Problems of Educational Administration and Supervision. A survey of administration and supervision practices. Prerequisites: 12 hours of graduate work in Education. Credit, *Four hours*.

609, 610. City School Administration. Problems of city school administration. Credit, *Four hours*.

611, 612. The Organization and Administration of Secondary Education in the United States. A survey of the secondary education practices. Credit, *Four hours*.

C. Theory Courses

541, 542. Application of Statistics to Education. The application of and interpretation of statistical formulae. Required of all Education majors. Credit, *Four hours*.

601, 602. Introduction to Graduate Study of Education. A bibliographical introduction to the advanced problems of education. Required of all Education majors. Credit, *Four hours*.

620. Philosophy of Education. An analysis of educational theory and a comparative study of past and contemporaneous philosophy as viewed from the educator's standpoint, and a minute investigation of basic first principles of education. Prerequisite: Education 225, 226; 341, 382 or equivalent. Credit, *Two hours*.

ENGLISH

Degree: Master of Arts.

Admission: A minimum of 32 semester hours in English in the undergraduate program, including representative chronological and critical studies in English and American Literature.

Required Courses: Bibliography and Method
Aesthetics
Literary Criticism
History of the English Language

Thesis: A thesis, representing a cogent and well-organized expression of some suitable problem in literature or language is required.

COURSES

507. Bibliography and Method. Methods and materials of research. Discussion of specific problems arising from original research projects. Credit, *Two hours*. MR. BENNETT.

521, 522. Old and Middle English. Class readings in the prose of Alfred and Aelfric, the *Ecclesiastical History*, Maldon, *Elen*, *The Wanderer*, *Beowulf*, the *Chronicle*, the *Ormulum*, *Havelok*, and *The Pardoner's Tale*. Attention is given to the origin and development of the language. Credit, *Four hours*. MR. BENNETT.

536, 537. English Literature of the Eighteenth Century. This is a study of the history of the 18th century prose—its background; its writers and their chief works; and the fact that our modern forms then were formed. There is, too, in connection with the course, a reading and study of selections from representative authors' works. Credit, *Four hours*.

541, 542. Poe, Melville, and Hawthorne. During the first semester an attempt will be made to read Poe's *Works* chronologically and in the light of recent scholarship to see how he wrote and if he grew. Melville's *Moby Dick* and Hawthorne's short pieces and *Notebooks* will be objects of similar examination the second term. The course might be called *Studies in Non-Transcendentalism*, and collateral reading will be possible in Lowell, Twain, Cooper and others. Credit, *Four hours*. DR. DUBOIS.

543, 544. The Development of the English Novel. This course considers historically the development of the novel, the influences which affected the novel form, and demands a detailed study of the 18th century novel as represented by Defoe, Richardson, Fielding, Smollett, Sterne, and their successors. Credit, *Four hours*. DR. DUBOIS.

563, 564. Elizabethan Non-Dramatic Literature. Classical and contemporary foreign influence of the Renaissance. Developments in the sonnet sequence, pastoral, historical poem, satire, and other types of Elizabethan poetry. The verse of Wyatt, Surrey, Sackville, Spenser, Sidney, Shakespeare, Drayton, Donne, Jonson, and others. Songbooks and poetical miscellanies. Prose from the Tyndale Bible to the King James Version. Attention to the meanings and connotations of Elizabethan words. Credit, *Four hours.* MR. BENNETT.

580. History of the English Language. Theories of the origin of language from its roots in the prehistoric Indo-European. The development of Middle English. The influences of the Renaissance. The beginnings of prescriptive grammar. Phonetics, vocabulary, its change and growth. The "Received Standard." American English, Credit, *Two hours.* MR. BENNETT.

651, 652. Pro-Seminar. Required of all first year students. Credit, *Four hours.* DR. DUBOIS.

FRENCH

Degree: Master of Arts.

Admission: A minimum of 24 semester hours in Romance Languages. The Student will be expected to give oral evidence of his ability to pursue courses given in French with profit.

Thesis: A thesis, written in idiomatic French, is required of all candidates. This dissertation must be a clear exposition of a representative problem in French literature or language.

COURSES

601, 602. French Style. Credit, *Four hours.* DR. MONTICONE.

651, 652. Pro-Seminar. Credit, *Six hours.* DR. MONTICONE.

HISTORY

Degree: Master of Arts.

Admission: A minimum of 32 semester hours in History and the Social Sciences.

Required Courses: Science and Methods of History
Pro-Seminar

Thesis: A thesis is required of all candidates for a degree in History. The problem considered must represent acquaintance with the methods of historiography, and give evidence of familiarity with first-hand sources.

COURSES

507. Science and Methods of History. A survey of historiography from Herodotus to the "New History." Contributions of anthropology, archaeology, sociology, and economics to the scope and perspective of history. A critical study of the historian's outlook in the light of modern knowledge. Credit, *Two hours.* DR. VAN DUZER.

519, 520. American Constitutional History. A study of constitutional development in the United States stressing in particular colonial problems. Revolutionary philosophy, the adoption of the Constitution, Reconstruction and recent developments. Credit, *Six hours*. DR. RISCH.

521, 522. History of the Americas. A general survey of the history of the Western Hemisphere with a special emphasis on Latin America. Pre-Columbian America; the Indian cultures of North, Central, and South America; the Mayas, the Toltecs, the Aztecs, and the Incas. The colonial period; discovery, exploration, and colonization; the age of the Conquistadores; the transplanting of European culture and institutions to the Western Hemisphere; the colonial system; the coming of the friars, the missions. The wars of independence; the development of the independent American republics; their relations with each other, and with the rest of the world. Credit, *Six hours*. DR. SALANDRA.

531, 532. Latin American Foreign Relations. The Western Powers and Independence. Rivalries of the United States and England. French and German interests and activities. The Pan-Hispanic and Pan-American movements. The Monroe Doctrine. Latin America and the League of Nations. Credit, *Four hours*. DR. SALANDRA.

543, 544. Medieval and Modern Jewish History. This course is a survey of the history of the Jews in the Orient, Europe, and America from the rise of Islam to the present time. A study is made of the literature and movements current in this period. Credit, *Four hours*. DR. HAILPERIN.

547, 548. The XII and XIII Centuries in the History of Culture. A study of the philosophy, science, literature, art, and education of the medieval "renaissance." An inquiry is made into the relations of this culture to the Patristic period, the Carolingian "revival" and the "renaissance" of the Fourteenth and Fifteenth Centuries. Credit, *Six hours*.

549, 550. The Latin Church. A study of the Church of Western Europe from its origin to the Pontificate of Boniface VIII (1294-1303). Stress is given to the cultural background of Christianity, the Church Fathers, Monasticism, the great heresies and schisms, the Councils, the rise and development of the temporal power of the Church, the conflict between Church and State, the Reformation of the twelfth and thirteenth centuries and the great synthesis of Aristotelianism and Christian doctrine. Credit, *Six hours*.

551, 552. The Social and Economic Structure of the Middle Ages. This course is an intensive study of feudalism, the revival of town life, the guild system, industry and commerce. Due attention is given to the attitude of the Church in regard to questions of fixed social status, interest, insurance, profit, working hours, etc. Credit, *Six hours*.

555, 556. The French Revolution and Napoleon. The Old Regime and the Encyclopedic spirit, downfall of the Bourbon monarchy, revolutionary reconstructions, the Napoleonic Empire, the Restoration. Special attention to the intellectual history of the 18th century. Parallels are drawn between the French Revolution and other revolutions in modern history with a view to determining the general pattern of revolutionary action. Credit, *Six hours*. DR. VAN DUZER.

557, 558. Diplomatic History of Europe Since 1870. A study of the diplomatic background and origin of the World War and Post War World alliances and alignments, with close attention to problems of neutrality and propaganda in war time. Credit, *Six hours*. DR. VAN DUZER.

587, 588. The Contemporary World, 1914. Fundamental and immediate causes of the World War; the War and the Peace; Europe reconstructed; birth and death of the League of Nations; democratic and totalitarian Europe; the tragic '30's; another World War. Credit, *Six hours*. DR. VAN DUZER.

597, 598. History of the Arts. Lectures survey development of sculpture, architecture, painting, and music as a background for drama students for the better understanding of their own as related to its sister fine arts. Credit, *Four hours*.

605, 606. The American Revolution. A detailed study of the period from 1763 to 1787, during which the American colonies emerged as an independent nation. Credit, *Four hours*. DR. RISCH.

651, 652. Pro-Seminar. DR. VAN DUZER.

LATIN

Degree: Master of Arts.

Admission: A minimum of 24 semester hours in classical studies, including 103, 104, 201, 202, 301, 302, or equivalent, together with representative courses in classical antiquity. Deficiencies may be compensated for by pursuing courses beyond the minimum requirement. The credit values assigned to the courses listed below are for information only. Recommendations for an advanced degree are to be based rather upon the candidate's capacity to think as proven in classwork, in conference, in examinations, and in thesis.

COURSES

501. Initial Conversation. Topic; inflection. Basis; Schultz, 35th ed. Pustet Co. N. Y. Text; "Life of Jesus Christ" (selections from the Vulgate) Sr. Mary Dolorosa Mannix, Bruce Publ. Co. N. Y. Credit, *Two hours*. (Not given 1940-41.)

502. Initial Conversation. Topic; syntax. Basis; Allen & Greenough's Grammar, Ginn & Co. N. Y. (1916). Text; "Latin for Use," L. B. Holsapple, F. S. Crofts & Co., N. Y. (1936). Prerequisite: 401-2 or an equivalent Latin Survey. Credit, *Two hours*.

504. Advanced Conversation. Topic; philosophic thought. Basis; Cicero. Text; "Nutting's Tusculan Disputations of Cicero," Allyn & Bacon, N. Y. (1909). Prerequisite: 104 or the equivalent, and 503. Credit, *Two hours*. DR. SULLIVAN.

505. Classical Etymology. A course designed to subserve the interests of students who, in spite of an indisposition to enter into formal studies in Latin and Greek, would nevertheless like to know something about the Greek and Latin elements in their native tongue. Text; "Latin and Greek in Current Use," by Burris & Casson, Prentice Hall, N. Y. (1939). Available to Latin Majors. Credit, *Two hours*. DR. SULLIVAN.

531. Roman Deification. This study is confined to the Republic. The aim is to show that the later Worship of Emperors had its roots in popular and philosophic concepts common throughout Rome's early history. The principal authority is Cicero. Credit, *Two hours*. DR. SULLIVAN.

610. Latin Philology. A systematic presentation of the principles underlying the origin and growth of word-supply. Study of meaning and categories productive of various parts of speech. Differentiation of substantive and aspects of the verb. Analysis of root, root-extensions, and formative suffixes. Etymological study of suffixes and endings with reference to their semantic functions and variations. Credit, *Two hours*. DR. PREVEDEN.

611. Historical Latin Syntax. On the basis of the theory of the sentence as presented by modern grammarians, the chief constructions and parts of the Latin sentence will be studied in their chronological order. Credit, *Three hours*. DR. PREVEDEN.

613. Comparative Grammar of Latin and Greek. The sound system of the two languages will be studied in its historical relation to their common source and with reference to the other linguistic branches of the Arian family. The chief phenomena of morphology and syntax will be reviewed with an emphasis on the study of the verb system of the two languages. Credit, *Two hours*. DR. PREVEDEN.

619. Ciceronian Composition. An advanced Latin composition class with copious exercises based on the style of Cicero. Prerequisite: five semester hours of undergraduate composition. Credit, *Two hours*. DR. SULLIVAN.

700. Seminar. DR. SULLIVAN.

MUSIC

Degrees: Master of Arts in Music.
Master of Science in Public School Music.

Admission: Candidates for admission to the department of Music are required to give evidence of basic competence in primary and secondary subjects. All candidates are examined in Theory, Ear-training, Sight-reading, and Secondary Piano. The nature of the preliminary test varies with the major instrument.

Required Courses: Master of Arts.
1. Advanced theory (six semester hours).
2. Major instrumental study (a minimum of two years advanced study).

Master of Science in Public School Music.
1. Advanced Methods.
2. Advanced Theory (four semester hours, minimum).

COURSES

Graduate courses in the School of Music are generally tutorial. The student should consult the *Bulletin* of the School of Music.

PHARMACY AND PHARMACOGNOSY

Degree: Master of Science.

Admission: Satisfactory completion of the full requirements of an accredited School of Pharmacy, including a minimum of 24 semester hours in the proposed major study.

Fields of Concentration: Pharmacognosy
Pharmacy
Pharmaceutical Chemistry

Thesis: A satisfactory thesis, based on laboratory research, is required in each field of major study.

COURSES

CHEMISTRY

501, 502. Physical Chemistry. An elementary course covering the fundamental principles, laws and theories of chemistry. The subject matter includes a study of the properties of the different states of matter, chemical equilibria, colloids, thermochemistry and photochemistry. Prerequisites: Physics 201, 202 and Chemistry 301, 201, 202 or equivalent. Calculus is desirable. Class, 3 hours; Laboratory, 4 hours. Credit, *Eight hours*. DRs. ROSENBERG, DUNKELBERGER.

505. Analytical Organic Chemistry. A course dealing with the identification of organic compounds. Prerequisites: Chemistry 201, 202, 301, or equivalent. Class, 2 hours; Laboratory, 6 hours. Credit, *Four hours*. MR. O'CARROLL.

520. Colloid Chemistry. A study of surface phenomena and their application to disperse systems such as colloids, jels and emulsions. Pre-requisite: Chemistry 401, 402 or equivalent. Class, 2 hours; Laboratory, 2 hours. Credit, *Four hours*. MR. MATEJCZYK.

600. Research. Graduate students undertake original investigation in chemistry or physical chemistry. Credit, to be arranged. DR. DUNKELBERGER.

602. Chemical Kinetics. A study of the velocity of reactions, its mathematical description, and the interpretation of its bearing on the mechanism of chemical changes. Credit, *Six hours*. DR. DUNKELBERGER.

609, 610. Physico-Organic Chemistry. A study of the methods for determining the size, shape, and structure of organic molecules, and the nature and velocity of organic reactions. Prerequisite: Physical Chemistry 501, 502. Credit, *Six hours*. DR. DUNKELBERGER.

611. Advanced Organic Chemistry. The newer concepts of organic chemistry are discussed. Credit, *Six hours*. DR. DUNKELBERGER.

621, 622. Chemical Thermodynamics. Applications of thermodynamics to thermo-chemistry, changes of state, equilibrium of gases and solutions, and electro-chemistry. Characteristic equations of state, entropy and the Nernst heat theorem. Mathematical prerequisite: Calculus through partial derivatives. Credit, *Six hours*. DR. DUNKELBERGER.

626. Advanced Organic Synthesis. Lectures on special topics, with laboratory work consisting in the repetition of suggestive synthetic steps from the original literature of organic chemistry. Credit, *Five hours*. DR. DUNKELBERGER.

MATERIA MEDICA

600. Special Problems in Pharmacognosy. Graduate students undertake original investigation in pharmacognosy. Credit, to be arranged. DR. VOSS.

601. Microscopic Pharmacognosy. A course dealing with the structure and microchemical reactions of vegetable drugs and certain foods. Prerequisites: Chemistry 202; Biology 101 or equivalent. Class, 1 hour; Laboratory, 4 to 6 hours. Credit, *Three or four hours*. DR. VOSS.

603. Seminar. Open to graduate students in pharmacy, on consultation. Credit, to be arranged. Staff.

606. Immunology. A study of antigen antibody reactions. Vaccines and the various types of serums are studied in connection with diagnosis and immunity. Prerequisite: Biology 304 or equivalent. Credit, to be arranged. DR. VOSS.

607, 608. Biological Testing. A course devoted to a study of techniques employed in the physiological testing and biologic assay of drugs and chemicals. Credit, to be arranged. DR. VOSS.

PHARMACY

501, 502. Research Problems. Opportunity is given to seniors and to graduate students to do work in connection with the special problems of U.S.P. and N.F. revision. Credit, to be arranged. DR. GUTH.

504. Modern Pharmacy. A study of the social and economic changes affecting pharmacy since the late eighteenth century. Credit, *Two hours*. DR. BECKER.

601, 602. Investigation. Graduate students undertake original investigation of pharmaceutical problems, scientific, professional and commercial. Credit, *Four hours each semester*. DR. GUTH.

603. History of Pharmacy. A survey of American pharmacy with special emphasis given to the effect of legislation upon the development of pharmacy. Credit, *Two hours*. PROF. MULDOON.

608. Seminar. Open to graduate students in pharmacy, on consultation. Selected topics in pharmacy or pharmaceutical chemistry. Credit, to be arranged. DR. GUTH.

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars

to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 5

SCHOOL OF LAW

1940 - 1941



DUQUESNE UNIVERSITY
PITTSBURGH, PA.

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DUQUESNE UNIVERSITY

SCHOOL OF LAW

1940-41

OFFICERS OF ADMINISTRATION

THE UNIVERSITY

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SCHOOL OF LAW

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THOMAS F. GARRAHAN, LL.B.	<i>Common Law Pleadings, Pennsylvania Practice and Procedure, Equity Practice</i>
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EUGENE B. STRASSBURGER, B.A., LL.B., LL.D.	<i>Negotiable Instruments</i>

DUQUESNE UNIVERSITY

HISTORY

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. A unit of the Reserve Officers' Training Corps is maintained. The student body numbers nearly 3,500.

The university buildings include an administration building, research laboratories, a music building, a chemistry building, a library, a large recitation building, an activities building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for the late afternoon and evening classes of the university, the school of law and the law library.

Duquesne University is accredited by the Middle States Association of Colleges and Secondary Schools, the Pennsylvania Department of Public Instruction, and other important agencies. It holds membership in numerous educational societies and organizations.

THE SCHOOL OF LAW

The School of Law was organized in 1911, and opened in the George Building, Fourth Avenue, with a registration of twelve students.

Changes have been made in the faculty from time to time, but the general policy of operation has been maintained from the start. Marked developments have been the changes from the text book method of instruction to that of the case book method; the changing of the hours of instruction from the afternoon to the early evening; the change from a three year course to one of four years.

The school is recognized by the Supreme Court and the State Board of Law Examiners of Pennsylvania.

LOCATION

The School of Law is located in the Fitzsimons Building, 331 Fourth Avenue, convenient to all the Law Courts which hold sessions in Pittsburgh. These include the Supreme and Superior Courts of Pennsylvania; the Court of Common Pleas; the Orphans Court; the Criminal Courts; the County Court of Allegheny County; the District Court of the United States.

Law students are welcome at all trials and sessions, and a wide practical knowledge can be acquired during the period of law school work.

LIBRARY

The school has its own library of approximately ten thousand volumes. The main library, with the adjoining study rooms, three in number, is in the Fitzsimons Building, 331 Fourth Avenue, and is open at all times, including Sundays for the students. There are two complete sets of the Pennsylvania Supreme Court Reports and two likewise of the Superior Court of Pennsylvania, including digests to both; Pittsburgh Legal Journal Reports; District Reports, Weekly Notes of Cases; Philadelphia Reports, National Reporter System complete; American Digest System complete; The United States Supreme Court Reports with digest; Federal Reporter complete; L. R. A., L. R. A. New Series, and A. L. R. complete; reports from all of the States of the Union except ten down to the National Reporter System; Corpus Juris; Corpus Juris Secundum; Ruling Case Law,

American Jurisprudence; Vales Pennsylvania Digest; Law Reviews; Pennsylvania Statutes and Digests, together with numerous sets of text books and case books covering almost every legal subject. There is also a complete set of Federal Statutes with digests, Advance Reports covering Pennsylvania and the whole National Reporter System, Restatements, and Standard Pennsylvania Practice.

The students are also welcome to study at the Allegheny County Library in the City County Building, Pittsburgh, about two blocks from the school. This library is open during the day and in the evening until 10 o'clock.

COURSE OF STUDY

The School of Law offers a course of study of 80 semester hours leading to the degree of Bachelor of Laws. Class sessions are held from 5:30 P. M. to 7:30 P. M. five days a week. The course extends through four academic years of 36 weeks each, exclusive of vacations.

HOURS OF INSTRUCTION

There is reason to believe that there is a large number of men and women in Pittsburgh and its vicinity, who are eligible to enter upon the study of law, and who, because they have become engaged temporarily in other occupations, find it practically impossible to attend classes that are held in the daytime, and who would regard early evening classes as a distinct and welcome convenience.

Taking into consideration this fact and also the earnest request of many persons desirous of qualifying for practice at the Bar, but who are prevented by circumstances from attending morning and afternoon classes, the faculty decided to render possible the attainment of their laudable ambition by inaugurating early evening sessions to be conducted from 5:30 to 7:30. This arrangement has appealed strongly, not only to a large number of prospective practitioners, but also to many business men who appreciate, at its just value, a knowledge of law as a safe guide in business transactions.

FACULTY

The faculty of the school consists of fifteen teachers, three of whom are full time resident professors who devote all of their time to the interests of the school.

APPLICATION FOR ADMISSION

Applications should be made on the prescribed Law School application blanks which will be sent upon request. Each application for regular or advanced standing must be accompanied by a complete transcript of record and evidence of graduation or honorable withdrawal from the institution from which credit is offered.

All applications for admissions must be made to the Administrator of the Law School, 411 Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa.

Telephone: Grant 4640.

A personal interview is desired.

ENTRANCE REQUIREMENTS

To qualify for admission as a candidate for the degree of Bachelor of Laws, an applicant must be eighteen years of age or upwards and must possess a degree from Duquesne University or from any other university or college accredited by the Supreme Court of Pennsylvania and the State Board of Law Examiners. Admission is subject to approval of the faculty.

Students with less than the academic credit required of candidates for the law degree, may be admitted as *special students* provided:

- a. They are at least twenty-three years of age; and
- b. There is some good reason for thinking that their experience and training have specially equipped them to engage successfully in the study of law, despite the lack of the required college credit.

The number of such *special students* admitted each year is so limited as not to exceed ten per cent of the average number of students admitted by the school as beginning regular law students during the two preceding years.

A special student shall not be eligible as a candidate for the degree of Bachelor of Laws.

ADVANCED STANDING

An applicant for admission to any other than the first year class of the School of Law must present satisfactory evidence of having been in regular attendance, for the number of years for which credit is asked, at a law school whose standing is satis-

factory to the faculty of this school, and of having satisfactorily completed the courses of study required in that institution during those years. The applicant must also comply with the entrance requirements of this school as to preliminary education. Admission to advanced standing is subject to such conditions as the circumstances require in order to adjust the courses of study.

REGISTRATION

All students are required to register in person and tuition on account, in the amount of \$115.00 must be paid at the time of registration. The balance, \$110.00 is payable February 1st. There is a Matriculation Fee of \$5.00.

New students will register in the office of the Law School, Room 411, Fitzsimons Building, Pittsburgh, on September 3 to 7. Upper classmen will register at the same place on September 5 to 10.

No student will be admitted to class without a registration card.

STUDENT ORGANIZATIONS

The *Duquesne Law Club*, composed of the entire student body, directs the operation of Moot Courts and is in charge of other student activities, including an Annual Dinner to the Judges of the various Courts and the Bar of Allegheny County.

ATTENDANCE

Students are required, unless excused for sufficient cause, to attend all lectures and recitations; to prepare for recitations; and to remain until the daily session is completed.

Students who absent themselves from more than 15 per cent of the lectures and recitations in any subject, will not be permitted to take the examination or to receive any credit for the work taken, unless the faculty is thoroughly satisfied that the absence was due to sufficient cause.

CONDUCT

The faculty of the School of Law reserves the right to exclude at any time students whose conduct or academic standing it regards as undesirable, and in such cases the fees due or which may have been paid in advance to the school will not be refunded or remitted in whole or in part.

SCHOLASTIC REGULATIONS

1. The following system of marking or grading is used: A, 95-100%; B+, 90-94%; B, 85-89%; C+, 80-84%; C, 75-79%; D, 70-74%; E, below 70% or failed.

2. The minimum grade in every course for passing is 70%.

3. A student in classes other than the senior class must obtain an average of 75% in order to be eligible for advancement. A student who has failed to obtain such average may be dismissed from the school.

4. Students in classes other than the senior class who receive a grade of E in eight or more semester hours in their respective years will be dropped from the school.

5. Students in classes other than the senior class who obtain an average of 75% but who receive a grade of E in less than eight semester hours will be advanced with conditions.

6. Students in classes other than the senior class who are advanced with conditions in any of the courses will be re-examined for the removal of such conditions at the regular examinations in the year following that during which the failure occurred. A failure in any of these examinations may result in dismissal from the school.

7. Students of the senior class who receive a grade of E in any subject taught in that year will not be permitted to graduate. A senior with a grade of E in not more than four semester hours may take re-examinations the following September in the subjects in which he has failed. Failure in any such re-examination will prevent graduation.

TUITION AND FEES

<i>Matriculation</i>	\$ 5.00
<i>Tuition, upon Registration</i>	115.00
<i>Tuition, on February 1</i>	110.00
<i>Graduation Fee</i>	15.00

INSTRUCTIONS FOR PENNSYLVANIA REGISTRATION

Every candidate for admission to the Bar must, before beginning his legal training, register as a law student with the Pennsylvania State Board of Law Examiners.

Registration without examination is granted to applicants who are graduates of a college or university recommended by the Board and approved by the Supreme Court, and whose character meets the standard required for registration.

Applications for registration without examination should be made to Mark E. Lefever, Secretary of the State Board of Law Examiners, 364 City Hall, Philadelphia, on Form AA, which may be had on request. The application which includes a certificate of graduation under the seal of the college, showing the period of applicant's attendance, together with answers to applicant's questionnaire, must be in the hands of the State Board on the following dates:

From applicants registering in Philadelphia and Allegheny Counties, on or before February first of the year in which the applicant desires to be registered and to begin the study of law.

From applicants in all other Counties, on or before May first of the year in which he desires to be registered and to begin the study of law.

COURSE OF INSTRUCTION

FIRST YEAR

Contracts—Judge Egan. First semester, two hours per week, second semester, three hours per week. Costigan's Cases. The Restatement.

Torts—Mr. Stewart. First semester, three hours per week, second semester, two hours per week. Bohlen & Harper's Cases, Short Selection.

Domestic Relations—Mr. Brady. First Semester, two hours per week. McCurdy's Cases.

Property I—Mr. Brady. Second Semester, two hours per week. Fraser's Cases, Vol. 1.

Property II—Mr. Brady. Both semesters, one hour per week. Fraser's Cases, Vol. II.

Criminal Law—Both semesters, two hours per week. Harno's Cases.

SECOND YEAR

Negotiable Instruments—Mr. Strassburger. Both semesters, two hours per week. Campbell's Cases.

Evidence—Mr. Marshall. Both semesters, two hours per week. Morgan and Maguire's Cases.

DUQUESNE UNIVERSITY SCHOOL OF LAW

Property III—Mr. Brady. Both semesters, two hours per week. Kirkwood's Cases.

Equity—Mr. Brady. Both semesters, two hours per week. Durfee's Cases.

Common Law Pleadings—Mr. Garrahan. First semester, two hours per week. Shipman on Common Law Pleading.

Equity Practice—Mr. Garrahan. Second semester, two hours per week. Henry on Equity Practice.

THIRD YEAR

Agency—Mr. Lacey. First semester, two hours per week. Magill & Hamilton's Cases on Business Organization.

Partnership—Mr. Lacey. Second semester, two hours per week. Crane & Magruder's Cases.

Pennsylvania Practice & Procedure—Mr. Garrahan. Both semesters, two hours per week.

Decedents' Estates—Mr. Downie. Both semesters, two hours per week. Compilation of the Pennsylvania Statutes—supplementary Pennsylvania cases.

Pennsylvania Real Property—Mr. Brady. Both semesters, two hours per week. Nicholson's text and lecture.

Corporations—Mr. Lacey. Both semesters, two hours per week. Richard's Cases. Pennsylvania Business Corporation Act of 1933.

FOURTH YEAR

Trusts—Mr. Lacey. First semester, two hours per week. Scott's Cases on Trusts. Restatement.

Suretyship—Mr. Lacey. Second semester, two hours per week. Arant's Cases.

Sales—Mr. Lacey. Both semesters, two hours per week. Lewis' Cases.

Conflicts—Mr. Dunmire. Both semesters, two hours per week. Beale's Cases.

Constitutional Law—Mr. Stambaugh. Both semesters, two hours per week. Long's Cases.

Insurance—First semester, two hours per week. Goble's Cases.

Public Utilities—Mr. Bown. Second semester, one hour per week. Lecture.

Workmen's Compensation—Mr. Evans, Jr. Second semester, one hour per week. Lecture. Supplemented by Pennsylvania Cases.

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

SCHOOL OF MUSIC

SCHOOL OF EDUCATION

GRADUATE SCHOOL

SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

PITTSBURGH, PA.

GRant 4635

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars

to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

JULY, 1940

NUMBER 4

THE SCHOOL OF MUSIC

Annual Announcement

1940 - 1941



DUQUESNE UNIVERSITY

PITTSBURGH, PA.

VOLUME XXVIII

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DUQUESNE UNIVERSITY SCHOOL OF MUSIC

1940-1941

FACULTY

ADMINISTRATION

VERY REV. R. V. KIRK, C.S.Sp., B.A., Ph. B., Ph.D.,	<i>President of the University</i>
REV. JOHN J. SULLIVAN, C.S.Sp., M.A., Ph.D.	<i>Vice President</i>
REV. EDWARD J. RECKTENWALD, C.S.Sp., B.A.	<i>Treasurer</i>
REV. JOHN J. MANNING, C.S.Sp., M.A.	<i>Dean, School of Music; Dean of Men</i>
MARY BUSCANICS.	<i>Secretary to the Dean</i>
HUGH T. DUFFY, B.S. in E.	<i>University Registrar</i>
KATHRYN B. REDMAN, B.A., M.A., D.Ed.	<i>Dean of Women</i>
KATHRYN H. BURKART, B.S. in Ed.	<i>Assistant Dean of Women</i>
MARIA GERTRUDE BLANCHARD, B.S.	<i>University Librarian</i>
REV. EDWARD A. MALLOY, C.S.Sp., M.A.	<i>Director of Summer Session</i>
WILLIAM J. JONES, B.S., Lt. Col. U.S.A.	<i>Director of Military Science & Tactics</i>
LEO D. O'DONNELL, M.D.	<i>Director of Student Health</i>
W. JOHN DAVIS, B.S., Ll.B.	<i>Director of Publicity</i>
A. T. DONELLI, M.B.A.	<i>Director of Athletics</i>

TEACHING STAFF

MAX ADAMS, Royal Conservatory of Music, Leipzig.	<i>Instructor in Bassoon</i>
JAMES G. BORRELLI, Royal Conservatory, Naples.	<i>Instructor in Clarinet</i>
HERMAN F. CLEMENT.	<i>Director of University Band</i>
OSCAR E. DELBIANCO, Royal Conservatory, Naples,	<i>Instructor in String Bass</i>
	<i>Professor of Counterpoint, Harmony, Orchestration, Composition</i>
BRUNHILDE DORSCH, B.A., M.S. in Ed.	<i>Instructor in Eurhythmics</i>
EMMERICH GARA.	<i>Instructor in Cello</i>
MARIO GRILLI, Royal Conservatory, Naples.	<i>Instructor in French Horn</i>
EBBA HOUGGY, B. Ed.	<i>Professor in Music Education</i>
	<i>Head of Department of Music Education</i>
ALOIS HRABAK.	<i>Instructor in Flute</i>
STEVE KONVOLINKA.	<i>Instructor in Trombone</i>
H. M. LEHMER.	<i>Instructor in Voice</i>
RALPH LEWANDO, Vienna Conservatory and University, Vienna	<i>Instructor in Violin</i>
J. FRED LISSFELT, B.M., Ll. M.	<i>Instructor in Music Appreciation and Music History</i>
HUGH MACDONALD, Ecole Normale, Paris.	<i>Instructor in Piano and Organ</i>
ELIZABETH MALADEY, B.A., M.S. in Ed.	<i>Professor in Music Education</i>
MCCLURG MILLER, Mus. D.	<i>Instructor in Voice</i>
REV. CARLO ROSSINI, Mus. D., Pontifical Institute of Music, Rome	<i>Professor of Church Music</i>
	<i>Advanced Organ and Composition</i>
MARY REILLY.	<i>Instructor in Organ</i>
WILLIAM SCHULTZ, Graduate, Royal Conservatory, Weimar,	<i>Instructor in Oboe</i>
PAUL SLADEK, Vienna Conservatory.	<i>Instructor in Violin</i>
ELSA STOCKMANN, B.S., M.A., Royal Academy of Music, Berlin	<i>Instructor in Piano</i>

NOTE: Members of the faculties of the College of Liberal Arts and Sciences and of the School of Education teach the courses listed in their special departments.

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, and nursing. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are offered by the various schools of the university. The student body numbers nearly 3,500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a music building, a library, an activities building, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the university, the school of law and the law library.

RECOGNITION

Under date of March 30, 1911, the Supreme Court of the state of Pennsylvania approved the B.A. and B.S. degrees granted by Duquesne University and ordered that they be accepted by the State Board of Law Examiners as satisfactory evidence of a candidate's fitness to begin the study of law without further examination.

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

On May 9, 1919, the same court, through the agency of the State Board of Law Examiners, accepted Duquesne University's B.S. in Economics degree for the purpose of registration of law students.

Under date of February 19, 1926, the Board of Regents of the University of the State of New York formally registered Duquesne University under Section 403 of Regents' Rules, in its course of study leading to the degree of Bachelor of Arts. Graduates holding this degree are entitled to the remission of one year in the study of law for admission to the bar examinations in the state of New York.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy on March 10, 1926.

The State Council of Education of Pennsylvania has placed Duquesne University on the list of accredited institutions whose graduates may obtain the provisional or permanent college certificate for teaching. The same Council in 1930 recognized Duquesne University's degrees in Education and in Music, and in 1937 approved the School of Nursing.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, the American Medical Association, the Association of Collegiate Schools of Nursing, and the Public Health Nursing curriculum offered by the university is on the list of schools approved by the Education Committee of the National Organization for Public Health Nursing.

AIM

The general aim of the administrative officers of Duquesne University, as a body of educators, is to secure the combined development of both mind and heart in the formation of character, for the man and citizen. They recognize moral training as an essential element of true education, and, while offering every facility in the acquisition of the highest and broadest mental culture, they spare no effort to form in the student

habits of virtue and moral integrity. It is their ultimate ambition to form men of deep thought, of solid principles and of sound character.

The President of the university, the Deans of the various schools, the Dean of men, the Dean of women and the Registrar constitute the University Council. The purpose of this organization is to determine matters of university policy, to maintain uniformity in certain executive procedures throughout the university and to coordinate the work of the schools that compose it.

The Board of Advisors, composed of distinguished business and professional men, is designed to be a connecting link between the university and the citizens of Pittsburgh and Western Pennsylvania. Its purpose is to aid in discovering the best means by which the university may enlarge its sphere of usefulness.

WOMEN STUDENTS

Until 1915 regular courses in the various schools had been limited to men students. After that year, however, because of increasing demands women were admitted first to the schools of Law and Business Administration. At present women students are admitted to all departments of the university.

SCHOOL OF MUSIC

The School of Music aims to give its students a broad literary and artistic training in addition to the knowledge of music and the technical proficiency that are rightly to be expected of its graduates. Within certain limits courses are arranged especially to fit the needs of individual students. Music students take courses in the liberal arts, sciences, and education in the regular classes with the students enrolled in those departments.

The location of the university affords all the many advantages to be found in a big city. Membership in several fine choral and orchestral societies are open to qualified students of the Duquesne University School of Music. Concerts by the world's greatest artists, operas, lectures, libraries, museums, theatres and the other educational advantages of a great commercial and educational center are available to students.

Instruction is offered to students in certain other departments of the university who are permitted to carry courses in music for elective credit.

Summer courses and Saturday classes are open to qualified applicants.

Private lessons may be arranged for part-time students, who may enroll at any time during the semester. Charges will be made accordingly.

EQUIPMENT

The offices, practice rooms, and studios of the School of Music are located in the Music Hall at Hooper and Ivanhoe Streets.

Three pipe organs, one in the University Chapel, one in the University Theatre, and another in the School of Music are used for teaching and for practice. All the instruments of the symphony orchestra are included in the School's equipment. There is a complete standard piano, voice and violin library and an extensive library of orchestral and ensemble music.

The University Theatre, used for recitals and other public performances, has a seating capacity of 300.

ADVANTAGES

Each student receives careful personal instruction in each course, and close general supervision in all his work. His individual development is carefully observed and aided.

The student electing the teacher's course will have opportunity of acquiring intimate acquaintance with the largest possible amount of teaching material.

As a member of the University Symphony Orchestra, University Band, and Glee Club, the student receives the necessary orchestra and ensemble routine.

Confidence and proficiency in solo work are obtained by participation in public concerts and recitals and by semi-annual appearances before all members of the faculty.

The University Bach Choir is a special feature of the School of Music. Its membership is open to all students at the university. A desire to sing is all that is requested. Rehearsals are held each week and programs are presented to the public each semester. At the close of the school year, a Bach Festival is held on the campus.

PRIZES AND AWARDS

Seibert Medal. Awarded at the end of each school year to the student who has made the most progress in piano or violin.

Student Loan Fund. Upon consultation with the Dean of the Music School it is possible to participate in the Student Loan Fund. This has been instituted to assist worthy talent during the years of development.

DEPARTMENTS

The School of Music is divided into two departments: Public School Music Department and Conservatory Department.

The Public School Music Department is intended for those who wish to become music teachers and supervisors in the Public Schools.

The Conservatory Department is intended for those who desire a cultural training in the field of music. It includes preparation for those who wish to become professional musicians or private teachers, and training for all other phases of the art. The courses offered lead to the degree Bachelor of Music. Six specialized fields of Music study are offered: Piano, Orchestral Instruments, Organ, Composition, Voice, and Liturgical Music. Students of the Conservatory Department are divided into two classes:

(a) Students carrying the full curriculum who receive the Bachelor of Music Degree.

(b) Students not pursuing the cultural subjects but carrying music subjects only, receive the certificate of proficiency.

The courses for the training of teachers and supervisors of music have been recognized and approved by the State Council of Education.

GRADUATE WORK

The School of Music offers graduate courses leading to the Master's Degree. Full information may be obtained either from the graduate catalog or by applying to the office of the Dean of the Graduate School.

ADMISSION

(1) **Regular Students** are those carrying a schedule of courses each semester, which will enable them to qualify for the degree in four years.

(A) Graduates of accredited high schools will be admitted to the freshman class upon proper certification of their records by the Principal. The record must show a definite recommendation by the Principal of the applicant's fitness to pursue college work. An applicant who is not so recommended must take the entrance examinations given by the university.

Regular students are admitted as follows:

First: (a) Those who satisfy the entrance requirements and are favorably recommended for college work by the Principal will be admitted unconditionally.

(b) Those who satisfy the entrance requirements but are not favorably recommended for college work by the Principal will be admitted only by passing the entrance examination.

Second: (a) Those who do not satisfy the entrance requirements but are favorably recommended for college work by the Principal may be admitted on condition.

(b) Those who do not satisfy the entrance requirements and are not favorably recommended by the Principal for college work may be admitted on condition provided they pass the entrance examinations. Two Carnegie Units are the maximum allowed for admission on condition.

Removing Entrance Conditions: Entrance conditions may be removed as follows:

First: The student may complete the required work in an accredited day or evening high school.

Second: The student may successfully pass examinations given by the Department of Public Instruction, Harrisburg, Pa.

(B) **Transfer Students:** Students of approved colleges and universities will be admitted to advanced standing if their credentials so warrant. They must be in good standing and eligible to continue their studies at the institution previously attended, and have been granted an honorable dismissal. A general average of C is required of an applicant wishing to transfer. No credit shall be allowed in any subject with a grade lower than C.

Advanced standing is conditional until the student completes a minimum of one semester's work (15 semester hours). If the work proves unsatisfactory the student will be requested to withdraw.

(2) **Part Time Students:** Students carrying less than twelve hours per semester are classified as part time students. They must satisfy the entrance requirements of the school in which they are enrolled.

(3) **Special Students:** (a) Students not studying for a degree yet wishing to receive college credit, must present evidence of having completed high school work before said credit will be allowed for courses pursued.

(b) Experienced persons of mature age, not candidates for degrees, may be admitted as special students, to those courses which in the judgment of the Dean they are qualified to pursue with profit. In such cases the entrance requirements may be waived, but the courses pursued carry no credit.

ENTRANCE REQUIREMENTS

Entrance Requirements are stated in High School Units. A High School Unit represents a year's study in an approved standard secondary school, so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation period shall aggregate approximately not less than 120 sixty-minute hours.

SCHOOL OF MUSIC

The entrance requirements to the School of Music are:

For admission as candidates for the degree, Bachelor of Music:

Required Courses

English.....	4
Foreign Language.....	2
History.....	2
Electives.....	7
Total units required for admission.....	15

As elective subjects the following are acceptable: Foreign Language, History, Science, Mathematics, Music and Commercial Subjects.

The following are entrance requirements for piano major students:

- All the Major and Minor Scales.
- Arpeggios.
- Czerny:—Selected Studies.
- Bach:—Little Preludes.
- Bach:—Inventions.
- Haydn
- Mozart
- Beethoven

} Earlier Sonatas

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED SECONDARY SCHOOLS

1. Applicants should address the University Registrar to obtain the necessary application blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. Upon receipt of this application the university will obtain from the schools attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant shall be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, conducted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registration are:

(1) Registration for all regular and special day students is held on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with his Dean or advisor.

(3) Tuition and fees for the semester are payable at registration time unless other arrangements are made through the deferred tuition office.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their Dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

A comprehensive examination covering the work of the entire year is given all students at the end of each school year.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) **Quality Points:** For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary grades, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

Temporary grades, E, I, X, if not removed within the first 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for the removal of temporary marks is announced in the university calendar.

An E grade can be changed by re-examination to only D or F.

(e) **Unit of Credit:** The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(f) **Scholastic Standing:** A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

Freshmen—Those having completed less than 30 semester hours. *Sophomores*—Those having completed 31 to 60 semester hours. *Juniors*—Those having completed 61 to 90 semester hours. *Seniors*—Those having completed 91 to 120 semester hours.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirement:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

(d) As a requirement for graduation in piano the student will be required to play satisfactorily before a jury one of the standard piano concertos.

TUITION AND FEES

Tuition, per Semester Hour Credit..... \$ 8.00

The total tuition for the semester is payable at the time of registration, unless other arrangements are made through the Deferred Tuition Office.

Registration Fee..... \$ 1.00

This fee is charged every student at each registration period.

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

Student Health Fee..... \$ 2.50

This fee includes physical examination at entrance and advice and health guidance during entire course.

Activities and Library Fee..... \$ 15.00

This fee gives library and gymnasium privileges, admittance to all university home athletic contests, and admittance to all regular productions of the drama department during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all full time students of the university.

Activities and Library Fee—Special Students, per Semester..... \$ 2.00

This fee gives library and gymnasium privileges, and admittance to all regular productions of the drama department and includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all special students.

Condition Examination Fee..... \$ 5.00

This fee is charged for each condition and special examination. It is payable in advance.

Change of Course Fee..... \$ 1.00

A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.

Late Entrance Fee..... \$ 5.00

A late entrance fee of \$5.00 is charged to all students registering later than the last day of the registration period.

Practice Teaching Fee \$ 25.00

This fee is charged to all students that register for practice teaching.

Graduation Fees—Bachelor's Degree..... \$ 15.00

Master's Degree..... 25.00

Doctor's Degree..... 50.00

SPECIAL FEES

Use of University Instrument..... \$ 5.00

This fee entitles the student to full possession and use of the instrument during the entire school year.

Locker Fee..... \$ 1.50

Student is furnished with a large locker and key for his personal use during the school year. A refund of 50 cents is made when the key is returned at the end of the school year.

Use of Organ, per hour..... .25

Three organs are available for practice in the Music School, University Chapel and the Campus Theatre.

Use of a Practice Room..... \$ 3.00

No refund is made of the fees of the School of Music, except the 50 cent key deposit on the locker fee.

PRIVATE INSTRUCTION FEES

A private instrumental fee of \$40.00 a semester is chargeable to all full time music students. A fee of \$20.00 a semester is chargeable to all students studying a secondary instrument.

A fee of \$60.00 a semester for one hour a week private instruction, and \$37.50 a semester for one-half hour a week private instruction is chargeable to special students studying an instrument.

REFUNDS FOR WITHDRAWALS

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a refund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

Withdrawal	Refund
1st Week	90%
2nd Week	70%
3rd Week	60%
4th Week	50%
5th Week	30%
6th Week	20%
7th Week	10%
8th Week	5%

No refund will be made in the case of students who are registered on probation or who are requested to withdraw as a result of faculty action.

THE SCHOOL YEAR

The school year, which occupies 32 weeks exclusive of Christmas and Easter vacations, is divided into a First Semester and a Second Semester of 16 weeks each.

CLASSES

Regular

Classes are in session for five days a week during the school year.

Special

Late afternoon and evening courses are offered by the College of Liberal Arts and Sciences, the Schools of Business Administration, Music, Education, Nursing, and Graduate.

Saturday classes are offered in the College of Liberal Arts and Sciences, and the Schools of Music, Education, Nursing, and the Graduate School.

CONSERVATORY CURRICULA

A—PIANO

First Year

			Sem. Hrs.
Mus.	101, 102	Piano.....	2
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
Mus. Ed.	101, 102	Eurhythmics—Fundamentals of Rhythmic Movement.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			32

Second Year

Mus.	201, 202	Piano.....	6
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
			32

Third Year

Mus.	301, 302	Piano.....	8
Mus.	329, 330	Piano Accompaniment.....	2
Mus.	331, 332	Advanced Harmony.....	4
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	377, 378	Conducting and Technique of Instrument.....	2
Mus.	381, 382	Instrumental Class.....	2
		Modern Language.....	6
			30

Fourth Year

Mus.	401, 402	Piano.....	8
Mus.	429, 430	Piano Accompaniment.....	2
Mus.	431, 432	Counterpoint.....	4
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	477, 478	Conducting and Technique of Instrument.....	2
Mus.	489, 490	Public Performance.....	3
		Modern Language.....	6
			31

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

B—ORCHESTRAL INSTRUMENTS

First Year			Sem. Hrs.
Mus.	101, 102	Major Instrument.....	2
Mus.	111, 112	Secondary Piano (½ hour private instruction)...	0
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
Mus. Ed.	101, 102	Eurhythmics—Fundamentals of Rhythmic Movement.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			32
Second Year			
Mus.	201, 202	Major Instrument.....	6
Mus.	211, 212	Secondary Piano (½ hour private instruction)...	0
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
			32
Third Year			
Mus.	301, 302	Major Instrument.....	8
Mus.	311, 312	Secondary Piano (½ hour private instruction)...	0
Mus.	321, 322	Chamber Music.....	2
Mus.	331, 332	Advanced Harmony.....	4
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	377, 378	Conducting and Technique of Instrument.....	2
Mus.	381, 382	Instrumental Class.....	2
		Modern Language.....	6
			30
Fourth Year			
Mus.	401, 402	Major Instrument.....	8
Mus.	411, 412	Secondary Piano (½ hour private instruction)...	0
Mus.	421, 422	Chamber Music.....	2
Mus.	431, 432	Counterpoint.....	4
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	477, 478	Conducting and Technique of Instrument.....	2
Mus.	481, 482	Instrumental Class.....	2
Mus.	489, 490	Public Performance.....	3
		Modern Language.....	6
			33

C—ORGAN

First Year

			Sem. Hrs.
Mus.	101, 102	Organ.....	6
Mus.	111, 112	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	121, 122	Principles of Gregorian Chant.....	2
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			34

Second Year

Mus.	201, 202	Organ.....	6
Mus.	211, 212	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	221, 222	Principles of Gregorian Chant.....	2
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
			34

Third Year

Mus.	301, 302	Organ.....	6
Mus.	311, 312	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	331, 332	Advanced Harmony.....	4
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	367, 368	Accompaniment of Plain Chant.....	4
Mus.	377, 378	Conducting and Technique of Instrument.....	2
Mus.	381, 382	Instrumental Class.....	2
		Modern Language.....	6
			30

Fourth Year

Mus.	401, 402	Organ.....	6
Mus.	411, 412	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	431, 432	Counterpoint.....	4
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	471, 472	Organ Improvisation.....	4
Mus.	477, 478	Conducting and Technique of Instrument.....	2
Mus.	481, 482	Instrumental Class.....	2
Mus.	489, 490	Public Performance.....	3
		Latin.....	6
			33

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

D—COMPOSITION

First Year

			Sem. Hrs.
Mus.	101, 102	Eurhythmics—Fundamentals of Rhythmic Movements.....	4
Mus.	111, 112	Secondary Piano (½ hour private instruction)....	0
Mus.	121, 122	Principles of Gregorian Chant.....	2
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			32

Second Year

Mus.	211, 212	Secondary Piano (½ hour private instruction)....	0
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
		Modern Language.....	6
			32

Third Year

Mus.	311, 312	Secondary Piano (½ hour private instruction)....	0
Mus.	331, 332	Advanced Harmony.....	4
Mus.	335, 336	Original Composition.....	8
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	377, 378	Conducting and Technique of Instrument.....	2
Mus.	381, 382	Instrumental Class.....	2
		Modern Language.....	6
			28

Fourth Year

Mus.	411, 412	Secondary Piano (½ hour private instruction)....	0
Mus.	431, 432	Counterpoint.....	4
Mus.	435, 436	Original Composition.....	8
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	481, 482	Instrumental Class.....	2
Mus.	489, 490	Public Performance.....	3
		Modern Language.....	6
			29

E—VOICE

First Year

			Sem. Hrs.
Mus.	101, 102	Voice.....	4
Mus.	111, 112	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
Mus. Ed.	101, 102	Eurhythmics—Fundamentals of Rhythmic Movement.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			34

Second Year

Mus.	201, 202	Voice.....	4
Mus.	211, 212	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
			30

Third Year

Mus.	301, 302	Voice.....	8
Mus.	311, 312	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	331, 332	Advanced Harmony.....	4
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	377, 378	Conducting and Technique of Instrument.....	2
		French.....	6
		Italian.....	6
			32

Fourth Year

Mus.	401, 402	Voice.....	8
Mus.	411, 412	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	431, 432	Counterpoint.....	4
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	477, 478	Conducting and Technique of Instrument.....	2
Mus.	489, 490	Public Performance.....	3
		German.....	6
			29

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

F—LITURGICAL MUSIC

First Year

			Sem. Hrs.
Mus.	101, 102	Organ.....	4
Mus.	111, 112	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	121, 122	Principles of Gregorian Chant.....	2
Mus.	141, 142	Sight Singing and Dictation.....	4
Mus.	143, 144	Ensemble (Orchestra and Chorus).....	2
Mus.	151, 152	History and Appreciation of Music.....	4
English	101, 102	English Composition.....	8
Rel.	101, 102	General Ethics.....	4
		Orientation.....	4
			32

Second Year

Mus.	201, 202	Organ.....	4
Mus.	211, 212	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	221, 222	Principles of Gregorian Chant.....	2
Mus.	231, 232	Harmony.....	4
Mus.	243, 244	Ensemble (Orchestra and Chorus).....	2
Mus.	251, 252	History and Appreciation of Music.....	4
English	201, 202	Philosophy of Literature.....	8
Phil.	201, 202	Logic and Epistemology.....	4
Rel.	201, 202	Special Ethics.....	4
			32

Third Year

Mus.	301, 302	Organ.....	4
Mus.	311, 312	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	331, 332	Advanced Harmony.....	4
Mus.	343, 344	Ensemble (Orchestra and Chorus).....	2
Mus.	345, 346	Voice Class.....	2
Mus.	355, 356	Score Analysis.....	2
Mus.	367, 368	Accompaniment of Plain Chant.....	4
Mus.	377, 378	Conducting and Technique of Instrument.....	2
Mus.	381, 382	Instrumental Class.....	2
		Modern Language.....	6
			28

Fourth Year

Mus.	401, 402	Organ.....	4
Mus.	411, 412	Secondary Piano ($\frac{1}{2}$ hour private instruction)....	0
Mus.	431, 432	Counterpoint.....	4
Mus.	443, 444	Ensemble (Orchestra and Chorus).....	2
Mus.	445, 446	Voice Class.....	2
Mus.	457, 458	Musical Aesthetics.....	2
Mus.	461, 462	Liturgical Music (polyphonic and modern).....	4
Mus.	471, 472	Organ Improvisation.....	4
Mus.	477, 478	Conducting and Technique of Instrument.....	2
Mus.	481, 482	Instrumental Class.....	2
		Latin.....	6
			32

DEPARTMENT OF MUSIC EDUCATION

The following curricula are designed:

- (a) For those majoring in general school music teaching and supervision.
 (b) For those majoring in instrumental school music teaching and supervision.

CURRICULA

A—GENERAL SUPERVISORS COURSE

FRESHMAN YEAR

First Semester

			Class Hrs.	Sem. Hrs.
Biology	107	Educational Biology.....	3	3
English	101	Composition.....	4	4
Mus. Ed.	101	Eurhythmics—Fundamentals of Rhythmic Movements.....	2	2
Music	101	Major Instrument.....	1	0
Music	111	Secondary Piano (required— $\frac{1}{2}$ hr. private inst.)	1	0
Music	141	Sight Singing and Dictation.....	2	2
Music	143	Ensemble (Orchestra and Chorus).....	6	1
Music	151	History and Appreciation of Music.....	2	2
Rel.	101	General Ethics.....	2	2
		Orientation.....	3	2
			26	18

Second Semester

Biology	108	Human Biology.....	3	3
English	102	Composition.....	4	4
Mus. Ed.	102	Eurhythmics—Fundamentals of Rhythmic Movements.....	2	2
Music	102	Major Instrument.....	1	0
Music	112	Secondary Piano (required— $\frac{1}{2}$ hr. private inst.)	1	0
Music	142	Sight Singing and Dictation.....	2	2
Music	144	Ensemble (Orchestra and Chorus).....	6	1
Music	152	History and Appreciation of Music.....	2	2
Rel.	102	General Ethics.....	2	2
		Orientation.....	3	2
			26	18

SOPHOMORE YEAR

First Semester

Soc.	101	Principles of Sociology.....	2	2
Educ.	223	General Psychology.....	3	3
English	201	Philosophy of Literature.....	4	4
Mus. Ed.	221	Eurhythmics—Rhythmic Problems.....	2	2
Music	201	Major Instrument.....	1	0
Music	211	Secondary Piano (required— $\frac{1}{2}$ hr. private inst.)	1	0
Music	231	Harmony.....	2	2
Music	242	Ensemble (Orchestra and Chorus).....	6	1
Music	251	History and Appreciation of Music.....	2	2
Rel.	101	General Ethics.....	2	2
Phil.	201	Logic and Epistemology.....	2	2
			27	20

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

Second Semester

			Class Hrs.	Sem. Hrs.
Educ.	220	Educ. Sociology.....	2	2
Sec. Ed.	224	Adolescent Psychology for Teachers.....	3	3
English	202	Philosophy of Literature.....	4	4
Mus. Ed.	222	Eurhythmics—Rhythmic Problems.....	2	2
Music	201	Major Instrument.....	1	0
Music	212	Secondary Piano (required— $\frac{1}{2}$ hr. private inst.)	1	0
Music	232	Harmony.....	2	2
Music	244	Ensemble (Orchestra and Chorus).....	6	1
Music	252	History and Appreciation of Music.....	2	2
Rel.	102	General Ethics.....	2	2
Phil.	202	Logic and Epistemology.....	2	2
			27	20

JUNIOR YEAR

First Semester

Educ.	341	Introduction to Teaching.....	3	3
Educ.	351	Educational Statistics.....	2	2
Mus. Ed.	341	Eurhythmics—Improvisation.....	2	2
Educ.	343	Educ. Psychology.....	3	3
Mus. Ed.	343	Methods (with Obs.—Primary & Intermediate)	2	2
Mus. Ed.	397	Apprentice Teaching and Obs. Elementary.....	3	1
Music	301	Major Instrument.....	1	1
Music	331	Harmony.....	2	2
Music	343	Ensemble (Orchestra and Chorus).....	6	1
Music	345	Voice Class.....	1	1
Music	355	Score Analysis.....	1	1
Music	381	Instrumental Class.....	1	1
			27	20

Second Semester

Educ.	352	Tests and Measurements.....	2	2
Educ.	355	Sensory Aids in Teaching.....	2	2
Mus. Ed.	326	Rote Songs.....	2	2
Mus. Ed.	342	Eurhythmics—Improvisation.....	2	2
Mus. Ed.	344	Methods (with Obs.—Jr. & Sr. High School)....	2	2
Mus. Ed.	398	Apprentice Teaching and Obs. Jr., Sr. High School	3	1
Music	302	Major Instrument.....	1	1
Music	332	Harmony.....	2	2
Music	344	Ensemble (Orchestra and Chorus).....	6	1
Music	346	Voice Class.....	1	1
Music	356	Score Analysis.....	1	1
Music	382	Instrumental Class.....	1	1
			26	18

SENIOR YEAR**First Semester**

		Class Hrs.	Sem. Hrs.
Mus. Ed. 463	Methods Music Appreciation (with Obs.).....	2	2
Mus. Ed. 497	Practice Teaching with Conference.....	6	3
Music 401	Major Instrument.....	1	1
Music 431	Counterpoint.....	2	2
Music 443	Ensemble (Orchestra and Chorus).....	6	1
Music 445	Voice Class.....	1	1
Music 457	Musical Aesthetics.....	1	1
Music 377	Conducting and Technique of Instrument.....	1	1
Music 481	Instrumental Class.....	1	1
		21	13

Second Semester

Mus. Ed. 464	Technique of Supervision.....	1	1
Mus. Ed. 466	Community Music.....	1	1
Mus. Ed. 498	Practice Teaching and Conference.....	6	3
Music 402	Major Instrument.....	1	1
Music 432	Counterpoint.....	2	2
Music 444	Ensemble (Orchestra and Chorus).....	6	1
Music 446	Voice Class.....	1	1
Music 458	Musical Aesthetics.....	1	1
Music 378	Conducting and Technique of Instrument.....	1	1
Music 482	Instrumental Class.....	1	1
		21	13

All students of Music Participate in Ensemble work during the entire four years.

B. Instrumental Supervision

Follow Music Education curriculum with exception of Electives.

For these are supplied eight semesters in Instrumental Technique, to give students an elementary technique in the playing of instruments other than the major instrument. Instruction is given in small groups of three or four, so that adequate attention can be given to each student.

The courses for the training of teachers and supervisors of music have been recognized and approved by the State Council of Education.

By special arrangement with the Board of Public Education of Pittsburgh, students of the Duquesne University School of Education who are preparing to become School Music Supervisors or School Music Instrumental Supervisors, are permitted to gain valuable training in the teaching of music to public school children. In the third year of their courses six hours a week are spent in observation. In the fourth year, six hours a week are devoted to actual teaching under the direction of trained teachers and supervisors.

DESCRIPTION OF COURSES

INTRODUCTORY

The courses of instruction are numbered in accordance with a plan uniform throughout the university. Odd numbers indicate courses given in the first semester, from September to February; even numbers indicate those given in the second semester from February to June. Courses designated in pairs, viz. "101, 102," "307, 308," run through the school year.

Courses numbered 100 are Freshman courses; 200, Sophomore courses; 300, Junior courses; 400, Senior courses. In general, students should register only for courses numbered according to their scholastic status except in the cases of certain 300 courses which rotate yearly with certain 400 courses. Courses numbered 500 are primarily graduate courses, but Seniors may, with permission of the Dean, be admitted.

The courses listed in this catalogue are those available during the academic year 1940-41. Figures in parenthesis refer to former course number as listed in previous catalogues.

CONSERVATORY

PIANO

101, 102; 201, 202; 301, 302; 401, 402 (1-8). Piano. These courses receive a total of twenty-four semester hours. Each semester hour requires three hours' preparation a week. Students are examined at entrance to determine their standing in the course. They must complete all the required assignments satisfactorily as determined by examination at the end of the semester in order to receive credit for the course. Credit, *Twenty-four hours*.

ORGAN

101, 102 (1-2). Organ. Manual and Pedal Technique. Principles of Organ Playing, A. Eaglefield Hull. Lemmens-Widor, Vol. 1. Bach for Beginners (Barnes). Master Studies for the Organ, (Carl). Rheinberger's Trios. Pieces selected from the easier works of Guilman and Dubois. Credit, *Six hours*.

201, 202 (3-4). Organ. Manual and Pedal Technique continued. Bach's Eight Little Preludes and Fugues. Scales (Koch). Pedal Studies (Nilson). Pastoral to Sonata in D flat (Rheinberger). Works of Old Masters: Buxtehude, Frescobaldi, Pachelbel. Master Studies for the Organ (Carl). Credit, *Six hours*.

301, 302 (5-6). Organ. Bach-Preludes and Fugues. Inventions (Koch). Chorale Preludes. Chant and choral accompaniment. Scales and Modern Masters. Credit, *Six hours*.

401, 402 (7-8). Organ. Bach-Greater Organ Compositions. Selections from: Franck, Widor, Bossi, Mendelssohn, Reger, Malling, concert works. (Historical Recitals) Joseph Bonnett. Credit, *Six hours*.

VIOLIN

101, 102; 201, 202; 301, 302; 401, 402 (1, 2; 3, 4; 5, 6; 7, 8). **Music.** These courses receive a total of twenty-four semester hours of credit. Each semester hour requires three hours' preparation a week. Students are examined at entrance to determine their standing in the course. They must complete the required assignments satisfactorily as determined by examination at the close of the semester to receive credit for the course. Credit, *Twenty-four hours.*

Each student of the violin is required to learn to play the viola before he receives a degree.

The final examination for students of the Public School Department will be the satisfactory performance before the faculty of one of the standard classical, romantic, or modern violin concertos, and the reading at sight of a composition selected by the examiners.

For students of the Conservatory Department a public recital consisting of an entire concert program is required.

VOICE

101, 102; 201, 202; 301, 302; 401, 402 (1, 2; 3, 4; 5, 6; 7, 8). **Voice.** The aim of the Voice Department is the use of the voice in an intelligent and artistic manner as a means of musical expression. Functions of the vocal organ in speech and singing. Vocal technique based upon proven principles. Office of the vowel in correct tone production. Exercises fitted to individual needs of each student. Song work, ranging from early Italian to modern classic, is introduced only when the voice is ready.

OTHER INSTRUMENTS

Other orchestral instruments (Flute, Clarinet, Trumpet, French Horn, Oboe, Trombone, etc.) may be elected as major instruments. Courses in these instruments require the same amount of preparation and study as those outlined above, and demand the same standard of attainment for satisfactory completion of the course.

SECONDARY PIANO

111, 112; 211, 212; 311, 312; 411, 412. Secondary Piano. This course is required of all students of the Conservatory during the entire four years of study and of students in the Department of Music Education during the first two years. This work consists of one-half hour private instruction under the supervision of the faculty. No university credit is received for this course of study.

PUBLIC PERFORMANCE

All students are given the opportunity of performing in student recitals. **489, 490. Public Performance.** Senior Recital required of those students who select performing as a major rather than teaching. Credit, *Three hours.*

CHAMBER MUSIC

321, 322; 421, 422 (21, 22; 23, 24). **Chamber Music.** Study of the original works of the masters for string, woodwind, and brass instruments. Students who are not majors in these instruments may attend these courses as auditors. Credit, *Four hours*.

ENSEMBLE

143, 144; 243, 244; 343, 344; 433, 444. **Ensemble.** Includes all the types of concert music participated in by the student. Those studying string instruments play with the String Ensemble and with the Orchestra, which is a practically complete symphonic unit, includes students of all other instruments, except piano. Piano ensemble experience consists in accompanying or assisting the smaller ensemble groups. Every student is required to belong to the Chorus and orchestra and one credit is applied each semester. Credit, *Eight hours*.

GENERAL COURSES

101, 102 (71, 72). **Eurhythmics—Fundamentals of Rhythmic Movement.** The study of musical rhythm by means of physical movement. The fundamentals of musical rhythm; pulse, meter, note-values, also the expressive qualities of music, such as tempo, dynamics, and phrasing are realized and expressed through body movement. Credit, *Four hours*.

121, 122. **Principles of Gregorian Chant.** Gregorian Notation, tonality, rhythm, accentuation, and expression. Complete Method of Gregorian Chant; Sunol, O.S.B. Credit, *Two hours*.

141, 142 (41, 42). **Sight Singing, Ear Training, Dictation.** Development of the auditive faculties; application of sol-fa syllables as an aid in developing accuracy and fluency in sight-reading; notation of melodies and rhythm. Credit, *Four hours*.

151, 152 (51, 52). **History and Appreciation of Music.** Survey of the development of music, from earliest times to Beethoven. Illustrated lectures by means of recordings. Credit, *Four hours*.

221, 222. **Principles of Gregorian Chant.** Gregorian Hymns, their nature, place and execution. Simple and ornate melodies. Movement, Common tones—liturgical recitatives. Melismatic chants. Notes on Gregorian Paleography. Text: Liber Usualis. Complete Method of Gregorian Chant: Sunol, O.S.B. Prerequisite: Music 121, 122. Credit, *Two hours*.

231, 232 (31, 32). **Harmony.** This course attempts to acquaint the student with the material used in musical composition. Study of the underlying rudiments of music. Formation of scales, intervals, triads, chords. Inversions of the chords, seventh chords. Credit, *Four hours*.

251, 252 (53, 54). **History and Appreciation of Music.** Continuation of Music 151, 152; music from time of Beethoven to the present day. Illustrated lectures by means of recordings. Prerequisite: Music 151, 152. Credit, *Four hours*.

329, 330 (121, 122). **Piano Accompaniment.** Credit, *Two hours*.

331, 332 (33, 34). Advanced Harmony. Inversion of the seventh chords. Altered chords. Suspensions. Modulations. Simple ornamental devices. Assigned melodies and basses. The study of the use at the piano of figured basses; accompanying melodies; creating short musical phrases. Credit, *Four hours*.

335, 336. Original Composition. For Conservatory students electing composition major. Original work in instrumental and vocal forms. Credit, *Eight hours*.

345, 346. Voice Class. The student in these classes is looked upon as a future teacher in the public schools. Theories and methods of teaching. Care of the vocal organ. Value of the vowel in tone production. The naturalness and simplicity of correct singing is impressed upon all students. Credit, *Two hours*.

347, 348. Liturgy for Church Organists. A survey of the general ceremonies in the "Missa Cantata" and the "Missa Solemnis." Comprising also a general knowledge of the ecclesiastical year and such other ceremonies as Vespers and Benediction, ceremonies of Holy Week. Credit, *Two hours*.

355, 356. Score Analysis. Endeavors to develop skill in orchestral instrumentation, which is the art of arranging music for the orchestra. This implies an intimate knowledge of the range, quality and varied capabilities of all orchestral instruments and is developed by the study of representative scores of the Masters. Credit, *Two hours*.

367, 368. Accompaniment of Plain Chant. Transposition (at the organ), improvisation of short interludes in diatonic style, notes on Gregorian paleography and on Church liturgy. Credit, *Four hours*.

377, 378. Conducting and Technique of Instrument. Presents the elements of conducting technique and reading of scores in relation to the materials and problems of orchestra and chorus, supplemented by practical experience in conducting the orchestra and chorus.

381, 382. Instrumental Class. In addition to his major instrument, each student as a member of a small group studies the various instruments of the orchestra in order to acquire sufficient technique to handle adequately the problems of instrumental teaching and supervision. Credit, *Two hours*.

429, 430. Piano Accompaniment. Credit, *Two hours*.

431, 432 (35, 36; 37, 38). Counterpoint. The examination of the active scale steps, simple melody, writing, the joining of two voices. Two-part motive development. Three-part motive development, canon, and fugue. This course provides the student with the opportunity to practice writing in the more elemental forms of musical composition. Credit, *Four hours*.

435, 436. Original Composition. For conservatory students electing composition major. Original work in instrumental and vocal forms, solo and accompaniment, is stressed. Credit, *Eight hours*.

445, 446. Voice Class. Continuation of 345, 346. Credit, *Two hours*.

457, 458. Musical Aesthetics. The materials of music aesthetic value, aesthetic emotion. This course approaches music from the philosophical viewpoint and considers music as an art-form. Credit, *Two hours*.

461, 462 (65, 66). Liturgical Music (Polyphonic and Modern). Gregorian accompaniment. Diatonic harmony. Transposition (at the organ); improvisation of short interludes in diatonic style. Credit, *Four hours*.

471, 472. Organ Improvisation. Advanced work for those students majoring in Liturgical Music. Credit, *Four hours*.

477, 478. Conducting and Technique of Instrument. Thorough study of the instrumental works of Haydn, Mozart, Beethoven, Schubert, Schumann, Mendelssohn, Brahms, Bruckner, Mohler, Richard Strauss, supplemented by practical experience in conducting the University Orchestra in rehearsals and performances. Credit, *Two hours*.

481, 482. Instrumental Class. Continuation of Music 381, 382. Credit, *Two hours*.

MUSIC EDUCATION

101, 102 (50, 51). Eurhythmics—Fundamentals of Rhythmic Movement. The study of musical rhythm by means of physical movement. The fundamentals of musical rhythm: pulse, meter, note-values, also the expressive qualities of music, such as tempo, dynamics and phrasing are realized and expressed through body movement. Credit, *Four hours*. MRS. DORSCH.

221, 222 (52, 53). Eurhythmics—Rhythmic Problems. A further study of musical rhythm with particular reference to rhythmic problems such as syncopation, augmentation and diminution, irregular measures, and musical form. Prerequisites: Mus. Ed. 101, 102. Credit, *Four hours*. MRS. DORSCH.

326. Rote Songs. The young child's voice and vocal problems involved. Rote songs and their presentation. Analysis and choice of material. Creative effort as represented through song, toy orchestra. Class, Two hours. Prerequisites: Mus. Ed. 101, 102; 221, 222; 223. Credit, *Two hours*. MRS. HUGGY.

341, 342 (54, 55). Eurhythmics—Improvisation for Rhythmic Movement. The application of Dalcroze Eurhythmics to the creative study of the keyboard. This course enables the student to improvise simple melodies at the piano, to harmonize folk-melodies at sight effectively and to accompany rhythmic movement and creative projects as developed in the schools. Prerequisites: Mus. Ed. 101, 102; 221, 222. Credit, *Four hours*. MRS. DORSCH.

343 (92, 93). Methods (with Observation—Primary and Intermediate). Special emphasis upon song material and correct singing; curing of monotones; introduction of note reading through the observation method; creative music; eurhythmic; notation of toy orchestra parts; rhythmic problems; and teaching of two part music; intensive study of the major, minor, and chromatic scales; introduction of three-part singing; music appreciation by song and phonograph. Prerequisites: Mus. Ed. 101, 102; 221, 222. Credit, *Two hours*. MISS MALADEY.

344 (94). Methods (with Observation—Junior and Senior High School). Voice testing; proper guidance of the individual voices at the period of change; school room orchestra or general orchestra work; continued study of design and appreciation through the medium of vocal and instrumental music; special list for "a cappella" choruses. Prerequisites: Mus. Ed. 101, 102; 221, 222; 343, 397. Credit, *Two hours*. MISS MALADEY.

397, 398 (100). Apprentice Teaching. This course enables students of the junior year, through conference and supervised visits to the local Public School system, to see demonstrated all phases of Music Education both in Elementary and Secondary schools. Credit, *Two hours*. MRS. HOUGGY.

461 (56, 57). Eurhythmics—Methods. The study of Dalcroze eurhythmics from the point of view of methods and materials. The class work consists of the planning and presentation of lessons in rhythmic movement, continued study of improvisation together with the study and use of percussion instruments in the schools. Class-work is supplemented by observation of rhythmic activities as carried on in schools and social agencies. Prerequisites: Mus. Ed. 101, 102; 221, 222; 341, 342. Credit, *Four hours*. MRS. DORSCH. The work is outlined to cover the following fields of education.

Kindergarten—Primary. Here the emphasis is placed on student participation in and presentation of games and rhythmic activities suitable for children of kindergarten-primary age.

Intermediate Grades. For students of Intermediate Education the class work consists of the study and development (students plan and present) of rhythmic exercises, both physical and instrumental (percussion and toy orchestra instruments).

Junior High School. The class work consists of rhythmic exercises and devices for music instruction in the Junior High School.

Music Education. The emphasis is placed on improvisation and the planning and presentation of creative projects as developed in the schools.

463 (98). Methods Music Appreciation. Song, piano, and phonograph are the means of developing understanding and love of music; design as an aid to appreciation; analysis of the forms of musical composition; selection of appropriate songs and compositions. Credit, *Two hours*. MISS MALADEY.

464. Techniques of Supervision. (Professional ethics applied). Loyalty to profession; professional atmosphere; supervisor's perils; ability to discipline; supervisor's qualifications. Credit, *One hour*. MISS MALADEY.

466. Community Music. Community singing as it exists today, Philosophy of mass singing. Organizing group singing in factories, churches, boy scouts, and choral societies. Organizing community music programs. Songs suitable for the different groups. Credit, *One hour*. MISS MALADEY.

497, 498 (102). Practice Teaching. A plan of co-operation with the local Public School system whereby six hours each week are spent in supervised teaching in Elementary and Secondary Schools. This experience is supplemented by conference both general and individual. Prerequisites: Mus. Ed. 101, 102; 221, 222; 341, 342; 343, 344; 397, 398. Credit, *Six hours*. MRS. HOUGGY.

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

RECENT GRADUATES OF SCHOOL OF MUSIC

<i>Name</i>	<i>Address</i>	<i>Year</i>
Abrams, Samuel.....	Pittsburgh, Pa.	1934
Aiello, Edgar.....	McKees Rocks, Pa.	1938
Alston, Mary Elizabeth.....	Pittsburgh, Pa.	1939
Alton, Mary Josephine.....	Pittsburgh, Pa.	1932
Bailey, Frank.....	Charleroi, Pa.	1935
Baumann, Sr. Francis Clare.....	Mt. Alvernia, Millvale, Pa.	1934
Bechtel, Jay Earl.....	Beaver, Pa.	1939
Bentley, Paul George.....	Pittsburgh, Pa.	1937
Bellinger, Mrs. Ethel Conner.....	Pittsburgh, Pa.	1929
Berner, Grace Mary.....	McKees Rocks, Pa.	1931
Bernowski, Emil.....	Charleroi, Pa.	1935
Boes, Joseph.....	Johnstown, Pa.	1934
Bolden, Howard F.....	Washington, Pa.	1938
Boyer, Betty Mae.....	Beaver Falls, Pa.	1933
Brendel, Eleanor Caroline.....	Pittsburgh, Pa.	1930
Buksaitis, Sr. Josephine.....	St. Francis Convent, Coraopolis, Pa.	1937
Burnell, Sr. Isabelle.....	Providence Heights, Allison Park, Pa.	1932
Camus, Alfred A.....	Pittsburgh, Pa.	1932
Carmody, John.....	Sligo, Pa.	1934
Cerutti, Albert.....	Brockway, Pa.	1940
Colonna, Henry.....	Chicora, Pa.	1939
Comer, Francis P.....	Monongahela, Pa.	1937
Conner, Herbert.....	Pittsburgh, Pa.	1940
Cross, S. Geneva.....	New Brighton, Pa.	1931
Cyphers, Marie K.....	Pittsburgh, Pa.	1932
Czaplinska, Sr. Cecelia.....	Coraopolis, Pa.	1934
Davidson, Eero W.....	Pittsburgh, Pa.	1934
Daube, Regina.....	Carnegie, Pa.	1938
DeMarkus, Aneita.....	Blawnox, Pa.	1934
Dezort, Francis J.....	Pittsburgh, Pa.	1936
D'Invilliers, Sr. Camille Marie.....	Cresson, Pa.	1931
Dildine, Fred A.....	Pittsburgh, Pa.	1930
Donovan, Sr. Emilian.....	Pittsburgh, Pa.	1929
Donnelly, Betty.....	Pittsburgh, Pa.	1933
Doyle, Sr. Antoninus.....	Pittsburgh, Pa.	1933
Duda, Stanley.....	Pittsburgh, Pa.	1938
Eremita, Lucy Elvira.....	Pittsburgh, Pa.	1934
Escher, Sr. Florence.....	Allison Park, Pa.	1932
Esposito, Joseph.....	Pittsburgh, Pa.	1936
Felot, Felician.....	Pittsburgh, Pa.	1931
Ferguson, Emily V.....	Wilmerding, Pa.	1934
Finneran, Sr. M. Theodora.....	Mt. Gallitzen, Baden, Pa.	1933
Flynn, Sr. Aidan.....	Pittsburgh, Pa.	1933
Frank, Solomon.....	New Kensington, Pa.	1939
Freedman, Olga.....	Pittsburgh, Pa.	1934
Freund, Frederic.....	Mt. Kisco, N. Y.	1939
Garrney, Sr. Anna Marie.....	Mt. Gallitzen, Baden, Pa.	1939
Gavin, Sr. Mary Rose.....	St. Joseph's Convent, Wheeling, W. Va.	1933
Geddes, Esther.....	Sewickley, Pa.	1940
George, Anne.....	Pittsburgh, Pa.	1929
Giannoukos, George.....	Pittsburgh, Pa.	1933
Goehring, Edmund M.....	Pittsburgh, Pa.	1933
Grafel, Theodore G.....	Leetsdale, Pa.	1938
Graff, Stephen.....	Canonsburg, Pa.	1938

Recent Graduates of School of Music—Continued

<i>Name</i>	<i>Address</i>	<i>Year</i>
Gruver, Harry M.	New Kensington, Pa.	1939
Hagarty, Margaret Mary	Duquesne, Pa.	1933
Haines, R. F.	Pittsburgh, Pa.	1937
Hamilton, Wallace	California, Pa.	1933
Hardie, Herbert S.	Ross Township, Pa.	1939
Hartnet, Nata Lee	Youngstown, Ohio	1938
Harmon, John E.	Pittsburgh, Pa.	1932
Haser, Cecille Joan	McKees Rocks, Pa.	1931
Hauser, David	Braddock, Pa.	1932
Held, George C.	Pittsburgh, Pa.	1931
Helmlinger, Isabelle Fife	Library, Pa.	1939
Horrell, Bernadette	Pittsburgh, Pa.	1932
Huey, Vera Loeta	Beaver Falls, Pa.	1938
Husband, Anna Stucki	Braddock, Pa.	1937
Hvozdoovich, Margaret	Homestead, Pa.	1936
Jackson, Helen	Pittsburgh, Pa.	1932
Jarema, Frank C.	Etna, Pa.	1939
Jenets, Evelyn	Trafford, Pa.	1938
Jones, Adelaide	Pittsburgh, Pa.	1931
Kazmiersak, Sr. Fidelis	West View, Pa.	1937
Keddie, Regis L.	West Sunbury, Pa.	1939
Kinney, Sr. Cecelia Agnes	Mt. Gallitzen, Baden, Pa.	1933
Kirkell, Leon Harold	Pittsburgh, Pa.	1937
Kotlarz, Esther A.	Pittsburgh, Pa.	1938
Kretz, Regina C.	Pittsburgh, Pa.	1935
Krolikowska, Sr. Raphael	Bellevue, Pa.	1935
Laffey, Mollie E.	Pittsburgh, Pa.	1935
Langiewicz, Mieczylaw S.	Pittsburgh, Pa.	1938
Levin, Stanley H.	Pittsburgh, Pa.	1936
Lhota, Sr. Celine	Millvale, Pa.	1933
Luther, Sr. Roasalia	Pittsburgh, Pa.	1931
Maloney, Catherine	Pittsburgh, Pa.	1934
Mason, Sr. Dolores	Mt. Gallitzen, Baden, Pa.	1933
McConnell, Sr. Francella	Pittsburgh, Pa.	1935
McFadden, Sr. Marie Antoinette,	St. Joseph's Convent, Wheeling, W. Va.	1935
McKelvey, Margaret A.	Gibsonia, Pa.	1939
Mercer, Joseph Loran	Wheeling, W. Va.	1935
Mianzo, Annunciata C.	Pittsburgh, Pa.	1936
Middleton, Powell S.	Norristown, Pa.	1935
Mihm, Sr. Anita	Aliquippa, Pa.	1929
Miller, James M.	Pittsburgh, Pa.	1932
Mohn, Norman Carroll	Pittsburgh, Pa.	1935
Morin, Margaret Fleming	Washington, D. C.	1935
Mularska, Sr. Benedict	Corapolis, Pa.	1937
Murphy, Sr. Marie Dolores	Mt. Gallitzen, Baden, Pa.	1934
Murphy, Virginia A.	Pittsburgh, Pa.	1939
Murray, Helen Alma	Pittsburgh, Pa.	1933
Murray, Jack A.	Munhall, Pa.	1935
Murray, James	Pittsburgh, Pa.	1930
Murray, Marcella A.	McKees Rocks, Pa.	1932
Neher, Carl	Pittsburgh, Pa.	1931
Norris, Charlotta	Pittsburgh, Pa.	1940
O'Dean, Sr. Aelred	Pittsburgh, Pa.	1936

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

Recent Graduates of School of Music—Continued

<i>Name</i>	<i>Address</i>	<i>Year</i>
O'Donnell, Emma.....	Pittsburgh, Pa.	1931
Orzechoski, Bernard A.....	Donora, Pa.	1935
Orzechoski, Edwin.....	Donora, Pa.	1934
Osborn, Clarence.....	Charleroi, Pa.	1935
Ostrander, L. Herbert.....	Rochester, Pa.	1933
Owen, William Henry.....	Pittsburgh, Pa.	1933
Pateychuk, Walter.....	West Brownsville, Pa.	1940
Pawlak, Sr. Mary Narcissus.....	Coraopolis, Pa.	1940
Paxton, Helen L.....	Washington, Pa.	1935
Perego, Marie.....	Pittsburgh, Pa.	1934
Pffromm, Margaret A.....	McKees Rocks, Pa.	1929
Pocius, Sr. David.....	Pittsburgh, Pa.	1935
Polanosky, Louise.....	McKees Rocks, Pa.	1933
Porter, Lois R.....	Natrona Heights, Pa.	1933
Purdy, Sr. Mary Ruth.....	Mt. Gallitzen, Baden, Pa.	1932
Quashnock, Eleanor.....	Mount Pleasant, Pa.	1940
Reich, Sr. M. Immaculata.....	Allison Park, Pa.	1930
Reilly, Mary.....	Pittsburgh, Pa.	1934
Reilly, Margaret E.....	Pittsburgh, Pa.	1934
Richert, Sr. Johanna.....	Millvale, Pa.	1935
Rieland, Sr. Gregory.....	Mt. Gallitzen, Baden, Pa.	1933
Rosenfeld, Fred.....	Pittsburgh, Pa.	1938
Santalucia, Jack C.....	Sharpsburg, Pa.	1939
Schlachter, Eleanore Marie.....	Pittsburgh, Pa.	1930
Schneider, Joseph.....	Ambridge, Pa.	1932
Siaudvitis, Sr. Augustine.....	Pittsburgh, Pa.	1939
Sigrist, Sr. Aquin.....	New Kensington, Pa.	1934
Smink, G. Thomas.....	Allison Park, Pa.	1939
Smith, Emma L.....	Pittsburgh, Pa.	1933
Snyder, Edward J.....	Pittsburgh, Pa.	1932
Speer, Hazel.....	McDonald, Pa.	1939
Sporny, Ferdinand.....	Wilkinsburg, Pa.	1935
Sporny, Vetold.....	Wilkinsburg, Pa.	1936
Stasz, Irma Rita.....	Pittsburgh, Pa.	1932
Stravinsky, Alberta.....	Chester, W. Va.	1940
Sulzbacher, Dorothy.....	Swissvale, Pa.	1939
Sweeney, Sr. Nazarius.....	Pittsburgh, Pa.	1931
Sweeney, Sr. Agnes Marie.....	Pittsburgh, Pa.	1938
Swisher, Oren J.....	Homestead, Pa.	1938
Taylor, Ellen.....	Harrisburg, Pa.	1933
Tanner, Sr. Despina.....	Pittsburgh, Pa.	1934
Tedesco, Sr. Ida.....	Pittsburgh, Pa.	1937
Terek, Sr. Salesia.....	Perrysville, Pa.	1938
Teulle, Fernand E.....	Pittsburgh, Pa.	1935
Troll, Ruth DeChantal.....	Ambridge, Pa.	1936
Voelker, Viola Teresa.....	Etna, Pa.	1934
Wild, Catherine.....	Pittsburgh, Pa.	1940
Wilson, Mary A.....	Pittsburgh, Pa.	1938
Yagello, Haroslaw Arthur.....	Homestead, Pa.	1935
Zawada, Pearl.....	Pittsburgh, Pa.	1934
Zeuger, Sr. Georgine.....	Millvale, Pa.	1936

LIST OF UNDERGRADUATE STUDENTS 1939-40

Regular Students

<i>Name</i>	<i>Address</i>	<i>Class</i>
Aitken, Robert.....	Millvale, Pa.	'41
Bauer, Henrietta.....	Pittsburgh, Pa.	'41
Bunting, Herbert.....	Coroapolis, Pa.	'42
Case, Eugene.....	Pittsburgh, Pa.	'43
Cuizycka, Sr. Cecelia.....	Bellevue, Pa.	'42
Curran, Justin.....	Washington, Pa.	'43
Davis, Margaret.....	St. Mary's, Pa.	'42
DeBrozza, Louis.....	Rankin, Pa.	'41
DeLuca, Nick.....	Pittsburgh, Pa.	'43
Dezort, Ruth.....	Pittsburgh, Pa.	'43
Flaharty, John.....	Pittsburgh, Pa.	'43
Greco, May Louise.....	Dormont, Pa.	'42
Harper, Edwin.....	Bellevue, Pa.	'43
Harris, Edward.....	Burgettstown, Pa.	'43
Jacksich, Marie.....	Canton, Ohio	'43
Kistler, Edmund.....	Irwin, Pa.	'43
Lesnick, Frances.....	Ambridge, Pa.	'42
Marsico, Vera.....	Fox Chapel, Pa.	'42
Matthews, Jean.....	West Newton, Pa.	'43
Mazer, Henry.....	Pittsburgh, Pa.	'41
Miller, Bernard.....	Clairsville, Ohio	'43
Pasquarelli, Victor.....	Pittsburgh, Pa.	'42
Pentek, Amelia.....	Lackawanna, N. Y.	'42
Perkovic, Joseph.....	Benwood, W. Va.	'42
Russo, Alba.....	Mt. Lebanon, Pa.	'43
Sambol, Edward.....	Pittsburgh, Pa.	'43
Scarci, Louis.....	Cannonsburg, Pa.	'43
Scholze, Joan.....	Pittsburgh, Pa.	'43
Soroka, Walter.....	Charleroi, Pa.	'43
Spencer, Leonard.....	Swissvale, Pa.	'43
Uhler, Peter.....	Munhall, Pa.	'42
Verlich, Mary.....	Clairton, Pa.	'43
Voyvodich, Walter.....	Aliquippa, Pa.	'41
Watkinson, George.....	Bridgeville, Pa.	'43
Wilson, Richard.....	Washington, Pa.	'42
Wright, Virginia.....	Pittsburgh, Pa.	'41
Yorkich, Veda.....	West Aliquippa, Pa.	'43
Zisterer, Marion.....	Brentwood, Pa.	'43

Special Students

Badlan, Helen.....	Carnegie, Pa.
Becker, Sr. Assumpta.....	Baden, Pa.
Bier, Lillian.....	Donora, Pa.
Boxel, Anna.....	Sewickley, Pa.
Brelos, Carl.....	Crafton, Pa.
Bryner, Kenneth.....	Washington, Pa.
Buccilli, Laura.....	Pittsburgh, Pa.
Buttri, Florio.....	Rochester, Pa.
Callahan, Sr. Regina Mary.....	Millvale, Pa.
Colucci, Laura.....	Pittsburgh, Pa.

DUQUESNE UNIVERSITY SCHOOL OF MUSIC

Special Students—Continued

<i>Name</i>	<i>Address</i>
Copeland, Louise.....	Turtle Creek, Pa.
Cornelius, Mary.....	Monessen, Pa.
Danley, Clifford.....	McDonald, Pa.
Dubinsky, Marie.....	Charleroi, Pa.
Evans, Sr. Francis Clare.....	Greensburg, Pa.
Fioroni, Mabel.....	Carnegie, Pa.
Flanagan, Sr. Maria Martin.....	Pittsburgh, Pa.
Frees, Frances.....	Pittsburgh, Pa.
Freeborn, Sr. M. Eymard.....	East Liverpool, Ohio
Hebecker, Paul W.....	Bellevue, Pa.
Hunkele, Sr. Aurelia.....	Pittsburgh, Pa.
Hysong, Sr. Georgine.....	Pittsburgh, Pa.
Jones, Howard M.....	Terrace, Pa.
Kerwin, Sr. Kevin.....	Baden, Pa.
Long, Helen.....	Pittsburgh, Pa.
Longon, Sr. Innocentia.....	East Liverpool, Ohio
Marcovsky, Ida.....	Pittsburgh, Pa.
McArdle, Mary.....	Pittsburgh, Pa.
McCune, Lillian.....	Pittsburgh, Pa.
Palonis, Sr. Innocenta.....	Pittsburgh, Pa.
Renwick, Helen.....	Pittsburgh, Pa.
Stein, Janet.....	Pittsburgh, Pa.
Stewart, Sr. James Regis.....	Pittsburgh, Pa.
Trefelner, Donald.....	Freeport, Pa.
Walutis, Sr. M. Francesca.....	Homestead, Pa.
Ward, Margaret.....	Pittsburgh, Pa.
Wolford, Sr. Rose Veronica.....	Baden, Pa.
Young, Sr. Mary Joseph.....	Pittsburgh, Pa.
Zunick, Sr. Mary Grace.....	Pittsburgh, Pa.

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

SCHOOL OF MUSIC

SCHOOL OF EDUCATION

GRADUATE SCHOOL

SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

PITTSBURGH, PA.

GRant 4635

FORM OF BEQUEST

I give and bequeath to the Duquesne University,
Pittsburgh, Pennsylvania, the sum of

_____dollars

to be used for the purposes of said Corporation.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVII

JULY, 1939

NUMBER 4

THE SCHOOL OF NURSING

Fourth Annual Announcement

1939 - 1940



DUQUESNE UNIVERSITY

PITTSBURGH, PA.

VOLUME XXVII

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DUQUESNE UNIVERSITY

SCHOOL OF NURSING

1939-1940

FACULTY

ADMINISTRATION

VERY REV. J. J. CALLAHAN, C.S.Sp., LL.D.....	<i>President of the University</i>
REV. JAMES F. CARROLL, C.S.Sp., A.M., S.T.D.....	<i>Vice-President</i>
MARY W. TOBIN, R.N., B.S., M.A.....	<i>Dean, School of Nursing</i>
MARY E. BEHR.....	<i>Secretary to the Dean</i>
HUGH T. DUFFY, B.S. in E.....	<i>University Registrar</i>
REV. JOHN J. MANNING, C.S.Sp., M.A.	<i>Dean of Men</i>
MADELEINE SKELLY FOUST, M.A.....	<i>Dean of Women</i>
MARIA GERTRUDE BLANCHARD, B.A.....	<i>University Librarian</i>
LEO D. O'DONNELL, M. D.....	<i>Director of Student Health</i>
W. JOHN DAVIS, B.A., LL.B.....	<i>Director of Publicity</i>
A. T. DONELLI, M.B.A.....	<i>Director of Athletics</i>

TEACHING STAFF

MARY W. TOBIN, R.N., B.S., M.A.....	<i>Professor of Nursing Education</i>
RUTH D. JOHNSON, R.N., Ph.B.	<i>Associate Professor of Nursing Education</i> <i>Assistant to the Dean</i>
CLARA B. RUE, R.N., B.S.....	<i>Associate Professor of Nursing Education</i> <i>Director of Public Health Nursing Course</i>
FRANCES M. MCCORMICK, R.N., A.B., B.N.....	<i>Assistant Professor of Nursing Education, Director of Combined Academic and Basic Professional Curricula</i>
SISTER MARY MERCY, R.N., B.S.	<i>Assistant Professor of Nursing Education</i> <i>Director of Nurses, Mercy School of Nursing</i> <i>Director of Clinical Experience, Basic Professional Course</i>
HELEN V. STEVENS, R.N., B.S.....	<i>Director of Student Field Experience</i> <i>Public Health Nursing Association of Pittsburgh</i>
SISTER M. PLACIDE, R.N., B.S.....	<i>Assistant Professor of Nursing Education</i> <i>Educational Director, Mercy School of Nursing</i>

TEACHING STAFF—*Continued*

- CHARLOTTE E. PITMAN, R.N., B.A., M.A. *Educational Director of Student
Field Experience, Public Health Nursing Association of Pittsburgh*
- FAITH P. HADLEY, B.A., M.S., DR.P.H. *Lecturer in Control of Communicable
Diseases and Public Health Administration*
- LAVAUGHN D. BLASIER, B.S., M.S. *Instructor in Nutrition*
- LORA B. PINE, B.A., M.A. *Instructor in Social Case Work
County Supervisor, Department of Public Assistance of Pennsylvania*
- SISTER MARY AMBROSE, R.N., B.S. *Instructor in Nursing Education
Instructor of Nursing Arts, Mercy School of Nursing*
- SISTER MARY INNOCENT, R.N., B.S. *Instructor in Nursing Education
Supervisor, Dietary Department, Mercy School of Nursing*
- SISTER MARY LEONARD, R.N., B.S. *Instructor in Nursing Education
Supervisor, Medical Nursing, Mercy School of Nursing*
- SISTER MARY BONIFACE, R.N., B.S. *Instructor in Nursing Education
Supervisor, Surgical Nursing, Mercy School of Nursing*
- SISTER MARY CARLOTTA, R.N., B.S. *Instructor in Nursing Education
Supervisor, Obstetrical Nursing, Mercy School of Nursing*
- DOROTHY P. MCCAGUE, Ph.B. *Instructor in Nursing Education
Consultant, Social Service Department, Mercy Hospital*
- CATHERINE E. MORAN, R.N. *Superintendent of Nurses
Gallinger Municipal Hospital, Washington, D. C.*
- MILDRED LORENTZ, R.N., B.S. *Lecturer in Ward Management and
Teaching, Director of Nurses and Principal,
School of Nursing, Allegheny General Hospital*
- EDWARD J. CARROLL, M.D. *Lecturer in Mental Hygiene
Assistant Director, Behavior Clinic of the Criminal Court, Pittsburgh, Pa.*

NOTE: See General Catalogue for complete list of instructors in the University.

THE UNIVERSITY

GENERAL STATEMENT

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry, and pharmacy. This charter was further extended in 1930 to include degrees in education and music, and in 1935, in nursing.

Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, drama, and nursing. There is a department of commercial education. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are conducted in the college of liberal arts and sciences, and the schools of law, business administration, education, music, drama, nursing, and the graduate school. The student body numbers nearly 3500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a music building, a chemistry building, a library, a large recitation building, a central heating plant, several residence buildings and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the school of business administration, the school of drama, the school of nursing, the school of law, and the law library.

Duquesne University is a member of the following educational associations: The Association of Colleges and Secondary Schools of the Middle States and Maryland, American Council on Education, National Catholic Educational Association, Catholic Educational Association of Pennsylvania, Pennsylvania State

Education Association, Eastern States Association of Professional Schools for Teachers, the American Association of Colleges of Pharmacy, American Association of Collegiate Registrars, the American Association of Teachers' Colleges, the American Medical Association, the Association of Collegiate Schools of Nursing, and the Public Health Nursing curriculum offered by the university is on the list of schools approved by the Education Committee of the National Organization for Public Health Nursing.

SCHOOL OF NURSING

HISTORY

The School of Nursing was formerly a unit in the College of Liberal Arts and Sciences. It has been the policy of the university to establish its schools under control of some already organized school. Monday, March the fifteenth, nineteen hundred thirty seven, the Department of Nursing Education was given the status of a separate school with a dean in charge. December 3, 1937 the State Council of Education, Commonwealth of Pennsylvania approved the school and authorized Duquesne University to confer the degree of Bachelor of Science in Nursing and the degree of Bachelor of Science in Nursing Education to graduates in course of the appropriate curriculum.

The Public Health Nursing program of study was approved by the Education Committee of the National Organization for Public Health Nursing at its meeting on October 23, 1938.

The School of Nursing was admitted to active membership in the Association of Collegiate Schools of Nursing on the basis of its advanced professional program in Nursing in April, 1939.

The school continues as an integral part of the university having all the resources of the university at its disposal. Thus the student participates in any department which may furnish the necessary background of experience. Those subjects which more directly relate to the nursing field are confined to the School of Nursing.

OBJECTIVES

1. To furnish a background of cultural and specialized preparation to the graduate nurse whose basic professional experience is sound. It is expected that, with this professional preparation, a broader concept of nursing will be developed; that the immediate care of the patient will be improved; and that assistance will be given in interpreting to the public the

need of public health measures and the community's responsibility in meeting the need.

2. To furnish to students in nursing the academic and basic nursing experience which will lead to a B.S. degree and a diploma in nursing.

ORGANIZATION

NURSING EDUCATION

GRADUATE NURSE COURSE

There are four courses of study for the graduate nurse who wishes to further her professional education by additional study in the university.

Students may enter the Fall, Spring or Summer Sessions as full time or part time students. Class hours of instruction have been arranged to meet the special need of those nurses who wish to take one or more subjects at the university.

Assistance will be given to those graduate nurses who, for any reason, find that their academic or professional experience needs to be supplemented in order to meet the university entrance requirements or the professional requirements of the School of Nursing.

COMBINED ACADEMIC

AND

BASIC PROFESSIONAL COURSE

UNDERGRADUATE NURSE COURSE

This course is a Five Year Plan leading to the degree of Bachelor of Science in Nursing. It is offered to young women who desire to combine an academic preparation at the university and basic professional experience at a hospital school of nursing.

The student spends the first two years at the university; the third, fourth, and fifth years in residence at the Mercy School of Nursing, Mercy Hospital, Pittsburgh, Pa., and affiliated fields. During the third and fifth years courses are taken at the university concurrent with the experience in the hospital School of Nursing.

ADMISSION

1. Regular Students: Regular students in the School of Nursing:

- (a) Those carrying the recommended schedule of courses each semester until sufficient in number to total, with the credits granted for her professional experience by the Committee on Admissions, 120 semester hours.

- (b) Those registered for the five-year course leading to the Bachelor of Science degree and diploma in nursing.

Graduates of accredited high schools will be admitted to the freshman class upon proper certification of their records by the Principal. The record must show a definite recommendation by the Principal of the applicant's fitness to pursue college work. An applicant who is not so recommended must take the entrance examinations given by the university.

Regular students are admitted as follows:

First: (A) Those who satisfy the entrance requirements and are favorably recommended for college work by the Principal will be admitted unconditionally.

(B) Those who satisfy the entrance requirements but are not favorably recommended for college work by the Principal will be admitted only by passing the entrance examination.

Second: (A) Those who do not satisfy the entrance requirements but are favorably recommended for college work by the Principal may be admitted on condition.

(B) Those who do not satisfy the entrance requirements and are not favorably recommended by the Principal for college work may be admitted on condition provided they pass the entrance examinations. Two Carnegie Units are the maximum allowed for admission on condition.

Removing Entrance Conditions: Entrance conditions may be removed as follows:

First: The student may complete the required work in an accredited day or evening high school.

Second: The student may successfully pass examinations given by the Department of Public Instruction, Harrisburg, Pa.

1. Transfer of Students: Students of approved colleges and universities will be admitted to advanced standing if their credentials so warrant. They must be in good standing and eligible to continue their studies at the institution previously attended, and have been granted an honorable dismissal. A general average of C is required of an applicant wishing to transfer. No credit shall be allowed in any subject with a grade lower than C.

DUQUESNE UNIVERSITY SCHOOL OF NURSING

Advanced standing is conditional until the student completes a minimum of one semester's work (15 semester hours). If the work proves unsatisfactory the student will be requested to withdraw.

2. Part Time Students: Students carrying less than twelve hours per semester are classified as part time students. They must satisfy the entrance requirements of the school in which they are enrolled.

3. Special Students: (a) Students not studying for a degree yet wishing to receive college credit, must present evidence of having completed high school work before said credit will be allowed for courses pursued.

(b) Experienced persons of mature age, not candidates for degrees, may be admitted as special students, to those courses which in the judgment of the Dean they are qualified to pursue with profit. In such cases the entrance requirements may be waived, but the courses pursued carry no credit.

Entrance Requirements

Entrance Requirements are stated in High School Units. A High School Unit represents a year's study in an approved standard secondary school, so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation period shall aggregate approximately not less than 120 sixty-minute hours.

SCHOOL OF NURSING

The entrance requirements to the School of Nursing.

For admission as candidates for the degree, Bachelor of Science in nursing.

Required Courses

English.....	4
*Foreign Language.....	2
History.....	2
Algebra or Geometry.....	1
Laboratory Science.....	1
Electives.....	--

Total units required for admission..... 15

*If foreign languages have not been included in the high school curriculum, professional certificates will be given consideration.

In addition to the basic requirements the graduate nurse must meet the following professional requirements.

The applicant must present evidence of having satisfactorily completed a three year course in nursing. This course must make her eligible for registration in the state in which she is graduated and must meet the approval of the School of Nursing. She must be a registered nurse. She must be recommended for entrance by the head of the nursing school from which she was graduated.

The credentials of each candidate will be evaluated individually and not more than 42 hours of academic credit toward the 120 hours required for the degree will be granted by Duquesne University for the candidate's basic professional experience.

ROUTINE OF MATRICULATION FOR REGULAR STUDENTS

A. GRADUATES OF ACCREDITED SECONDARY SCHOOLS

1. Applicants should address the University Registrar to obtain the necessary application blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. Upon receipt of this application the university will obtain from the schools attended a transcript of the student's record.
4. Upon receipt of the transcript of record the applicant shall be notified of his admission status together with information concerning registration.

B. TRANSFER STUDENTS

1. Applicant should address the University Registrar to obtain the necessary blanks.
2. The student will complete the application and return it to the University Registrar, 801 Bluff Street, Pittsburgh, Pennsylvania.
3. The applicant must notify all colleges or universities previously attended to mail directly to the Registrar, Duquesne University, official transcripts of record.
4. Upon receipt of all credentials an evaluation will be made and the applicant notified of his admission status together with information concerning registration.

REGISTRATION

A registration period precedes each semester and summer session. (See University Calendar.) All schools register students during this period. Late registration, permitted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. General regulations concerning registrations are:

(1) Registration for all regular and special day students is held on the campus. Registration for all evening students is held in the Fitzsimons Building, 331 Fourth Avenue.

(2) The student's schedule is prepared in conference with his Dean or advisor.

(3) Tuition and fees for the semester are payable at registration time.

(4) Admission to any class is allowed only to those who have officially registered for that class.

Students are not permitted to change their schedules of courses without the permission of their Dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege after the first two weeks of the semester.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938, is the only method of rating recognized by the university.

The system is as follows: A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B is the lowest passing grade in the Graduate School.

(d) **Quality Points:** The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

Quality points shall not be awarded for temporary grades, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

Temporary grades, E, I, X, if not removed within 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for the removal of temporary marks is announced in the university calendar.

(e) **Unit of Credit:** The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(f) **Scholastic Standing:** A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average

quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

CLASSIFICATION OF STUDENTS

All students shall be ranked in the several classes as follows:

Freshmen—Those having completed less than 30 semester hours. *Sophomores*—Those having completed 31 to 60 semester hours. *Juniors*—Those having completed 61 to 90 semester hours. *Seniors*—Those having completed 91 to 120 semester hours.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course with no grade lower than D; must have completed at least one year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

TUITION AND FEES

Tuition, per Semester Hour Credit..... \$ 8.00

The total tuition for the semester is payable at the time of registration, unless other arrangements are made through the Deferred Tuition Office.

Matriculation Fee..... \$ 5.00

A matriculation fee of \$5.00 is required of every applicant for admission who is a candidate for a degree. If for any reason the candidate is not accepted by the school, the fee will be returned.

Student Health Fee..... \$ 2.50

This fee includes physical examination at entrance and advice and health guidance during entire course.

Activities and Library Fee..... \$15.00

This fee gives library and gymnasium privileges, admittance to all university home athletic contests, and admittance to all regular productions of the School of Drama during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all full time students of the university.

Activities and Library Fee—Special Students, per Semester..... \$ 2.00

This fee gives library and gymnasium privileges, and admittance to all regular productions of the School of Drama, and includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*. This fee is payable by all special students.

Condition Examination Fee..... \$ 5.00

This fee is charged for each condition and special examination. It is payable in advance.

Change of Course Fee..... \$ 1.00

A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.

Late Entrance Fee..... \$ 5.00

A late entrance fee of \$5.00 is charged to all students registering later than the last day of the registration period.

Laboratory Breakage Deposit..... \$ 5.00

This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the Second Semester. Any charge in excess of this fee will be paid by the student.

DUQUESNE UNIVERSITY SCHOOL OF NURSING

Laboratory Fees—

Students enrolled in the following courses will pay laboratory fees as indicated:

\$ 5.00—Biology: 101, 102, 201, 202, 301, 305, 401, 403;

—Physics: 201, 202, 407, 408, 409;

—Chemistry: 204, 301, 304;

—Nutrition: N. Ed. 431;

\$ 7.50—Chemistry: 101, 102, 201, 202, 401, 402;

\$10.00—Chemistry: 302.

Laboratory Fees are not subject to refund.

Graduation Fees—Bachelor's Degree.....	\$15.00
Master's Degree.....	25.00
Doctor's Degree.....	50.00

REFUNDS FOR WITHDRAWAL

Students who withdraw from the university for a satisfactory reason within eight weeks after the opening of the semester may request a proportionate refund of tuition. Application for a refund will be considered only when made at the time of withdrawal. Refunds are made in accordance with the following schedule:

Withdrawal	Refund
1st Week	90%
2nd Week	70%
3rd Week	60%
4th Week	50%
5th Week	30%
6th Week	20%
7th Week	10%
8th Week	5%

No refund will be made in the case of students who are registered on probation or who are requested to withdraw as a result of faculty action.

THE SCHOOL YEAR

The school year, which occupies 32 weeks exclusive of Christmas and Easter vacations, is divided into a First Semester and a Second Semester of 16 weeks each.

CLASSES**Regular**

Classes are in session for five days a week during the school year.

Special

Late afternoon and evening courses are offered by the College of Liberal Arts and Sciences, the Schools of Drama, Business Administration, Music, Education, Nursing, and Graduate.

Saturday classes are offered in the College of Liberal Arts and Sciences, and the Schools of Music, Education, Nursing, and the Graduate School.

The courses offered in the late afternoon, evening and Saturday are selected from the curricula of the university and are taught by regular faculty members.

All Colleges and Schools, with the exception of the Schools of Pharmacy and Law, offer courses in the Summer Session.

COURSES OF STUDY**GRADUATE NURSE**

The School of Nursing offers the student with a professional background four courses in nursing education. The student must fulfill the requirements of one of the following:

1. Teacher of Science in Schools of Nursing.
2. Teacher of Nursing Arts in Schools of Nursing.
3. Supervisor in Schools of Nursing.
4. Public Health Nursing.

CURRICULUM**TEACHER OF SCIENCE IN SCHOOLS OF NURSING****REQUIREMENTS**

			Credit Hours
Professional Courses			15
Cat. No.	Courses		Credit Hours
N. Ed. 401	Trends in Nursing.....		3
N. Ed. 407	Mental Hygiene.....		2
N. Ed. 419	Seminar—Professional Problems.....		1
N. Ed. 403	Curriculum Construction.....		4
N. Ed. 409	Health Education.....		2
N. Ed. 428	Practice Teaching*.....		3

DUQUESNE UNIVERSITY SCHOOL OF NURSING

			Credit Hours
Science			24
	Cat. No.	Courses	Credit Hours
	Chem. 101, 102	Inorganic Chemistry.....	8
	Chem. 201, 202	Organic Chemistry.....	8
	Biol. 313	Physiology.....	4
	Biol. 301	Bacteriology.....	4
Education			15
	Ed. 223	General Psychology.....	3
	S-Ed. 224	Adolescent Psychology.....	3
	Ed. 343	Educational Psychology.....	3
	Ed. 341	Introduction to Teaching.....	3
	Ed. 225	History and Philosophy of Education..	3
Sociology			4
	Soc. 101, 102	Principles of Sociology.....	4
Philosophy			4
	Phil. 401	General Ethics.....	2
	Phil. 402	Special Ethics.....	2
English			10
	Eng. 103, 104	English Composition.....	6
	Eng. 201, 202	English Literature.....	4
History			6
	Hist. 401, 402	History of Civilization.....	6
Public Speaking			2
	Pub. Spk. 101	Public Speaking.....	2
Electives			
Number of electives will vary for each student according to credit allowed for basic professional experience.			

*This experience will be under the direction of the university in cooperation with local hospital schools of nursing.

TEACHING OF NURSING ARTS

REQUIREMENTS

			Credit Hours
Professional Courses			23
	Cat. No.	Courses	Credit Hours
	N. Ed. 401	Trends in Nursing.....	3
	N. Ed. 407	Mental Hygiene.....	2
	N. Ed. 409	Health Education.....	2
	N. Ed. 419	Seminar—Professional Problems.....	1
	N. Ed. 403	Curriculum Construction.....	4
	N. Ed. 421	Supervision in Schools of Nursing.....	3
	N. Ed. 413	Teaching of Nursing Arts.....	3
	N. Ed. 411	Ward Management and Teaching.....	2
	N. Ed. 428	Practice Teaching*.....	3

P I T T S B U R G H - P E N N S Y L V A N I A

			Credit Hours
Science			16
	Cat. No.	Courses	Credit Hours
	Chem. 101, 102	Inorganic Chemistry.....	8
	Biol. 313	Physiology.....	4
	Biol. 301	Bacteriology.....	4
Education			15
	Ed. 223	General Psychology.....	3
	S-Ed. 224	Adolescent Psychology.....	3
	Ed. 343	Educational Psychology.....	3
	Ed. 341	Introduction to Teaching.....	3
	Ed. 225	History and Philosophy of Education..	3
Sociology			8
	Soc. 101, 102	Principles of Sociology.....	4
	Soc. 201, 202	Practical Sociology.....	4
Philosophy			4
	Phil. 401	General Ethics.....	2
	Phil. 402	Special Ethics.....	2
English			10
	Eng. 103, 104	English Composition.....	6
	Eng. 201, 202	English Literature.....	4
History			6
	Hist. 401, 402	History of Civilization.....	6
Public Speaking			2
	Pub. Spk. 101	Public Speaking.....	2
Electives			
Number of Electives will vary for each student according to credit allowed for basic professional experience.			

*This experience will be under the direction of the university in co-operation with local hospital schools of nursing.

SUPERVISION IN SCHOOLS OF NURSING

REQUIREMENTS

			Credit Hours
Professional Subjects			23
	Cat. No.	Courses	Credit Hours
	N. Ed. 401	Trends in Nursing.....	3
	N. Ed. 407	Mental Hygiene.....	2
	N. Ed. 413	Teach of Nursing Arts.....	3
	N. Ed. 403	Curriculum Construction.....	4
	N. Ed. 421	Supervision in Schools of Nursing.....	3
	N. Ed. 422	Field Experience—Supervision*.....	3
	N. Ed. 411	Ward Management and Teaching.....	3
	N. Ed. 409	Health Education.....	2

DUQUESNE UNIVERSITY SCHOOL OF NURSING

			Credit Hours
Science			16
	Cat. No.	Courses	Credit Hours
	Chem. 101, 102	Inorganic Chemistry.....	8
	Biol. 313	Physiology.....	4
	Biol. 301	Bacteriology.....	4
Education			14
	Ed. 223	General Psychology.....	3
	S-Ed. 224	Adolescent Psychology.....	3
	Ed. 343	Educational Psychology.....	3
	S-Ed. 382	Principles of Education.....	2
	Ed. 225	History and Philosophy of Education..	3
Sociology			10
	Soc. 101, 102	Principles of Sociology.....	4
	Soc. 201, 202	Practical Sociology.....	4
	Soc.	Social Psychology.....	2
Philosophy			4
	Phil. 401	General Ethics.....	2
	Phil. 402	Special Ethics.....	2
English			10
	Eng. 103, 104	English Composition.....	6
	Eng. 201, 202	English Literature.....	4
History			6
	Hist. 401, 402	History of Civilization.....	6
Public Speaking			2
	Pub. Spk. 101	Public Speaking.....	2
Electives			

Number of electives will vary for each student according to credit allowed for basic professional experience.

*One month field experience in supervision will be made available under the direction of the university in cooperation with Mercy School of Nursing.

PUBLIC HEALTH NURSING

The course open to qualified graduate nurses offers the basic theoretical and field courses required in preparing for public health nursing in its general and special forms, including maternal, infant, preschool, school, industrial and visiting nursing in urban and rural areas. It also includes suggested courses required for certification of school nurses in the Commonwealth of Pennsylvania. A CERTIFICATE IN PUBLIC HEALTH NURSING

will be given upon the satisfactory completion of the courses outlined below. A MAJOR IN NURSING EDUCATION for the Bachelor of Science degree may be granted the student who meets the academic requirements, the required courses in education and recommended electives in addition to the courses of the professional major.

Field work in an approved public health nursing service provides the opportunity for supervised experience in the various phases of public health nursing with emphasis on family health work. A month of field work is required before admission to the professional courses. The student carries ten hours of field work per week during the school year and a month of field work at the close of the school year. The field work of students who have already had satisfactory supervised field experience will be adjusted to meet the needs of the individual student.

The course in Public Health Nursing is on the approved list of the National Organization for Public Health Nursing.

First Semester

Cat. No.	Courses	Credit Hours
N. Ed. 435	Public Health Nursing, Principles and Practice	2
N. Ed. 437	Public Health Nursing, Maternity, Infancy, and Preschool.....	2
N. Ed. 431	Nutrition.....	3
Ed. 223	General Psychology.....	3
N. Ed. 433	Control of Communicable Disease and Public Health Administration.....	3
Soc. 101	Principles of Sociology.....	2
N. Ed. 445	Field Experience.....	2
		17

Second Semester

Cat. No.	Courses	Credit Hours
N. Ed. 438	School Nursing.....	2
N. Ed. 442	Teaching in Public Health Nursing.....	2
Ed 343	Educational Psychology.....	3
N. Ed. 407	Mental Hygiene.....	2
Soc. 102	Principles of Sociology.....	2
N. Ed. 438	Principles of Social Case Work.....	2
N. Ed. 429	Child Care and Training	} Choice of 1..... 2
N. Ed. 440	Public Health Nursing Industrial and Rural	
N. Ed. 444	Field Experience.....	2
		17

NOTE: Field work during the month preceding and following the school year carries a value of three for each month. Ten hours of field work per week during the academic year carries a value of two credits each semester.

FIVE YEAR PLAN

Combined Academic and Professional Course

FIRST YEAR

First Semester

Cat. No.	Course	Credit Hours
Eng. 103	English Composition.....	3
Hist. 401	History of Civilization.....	3
Ed. 223	General Psychology.....	3
Biol. 313	Physiology.....	4
N. Ed. 103	Anatomy.....	3
		16

Second Semester

Eng. 104	English Composition.....	3
Hist. 402	History of Civilization.....	3
S-Ed. 224	Adolescent Psychology.....	3
N. Ed. 104	Anatomy.....	3
Biol. 301	Bacteriology.....	4
		16

SECOND YEAR

First Semester

Cat. No.	Course	Credit Hours
Soc. 101	Principles of Sociology.....	2
Chem. 101	Inorganic Chemistry.....	4
Eng. 201	Literature.....	2
N. Ed. 407	Mental Hygiene.....	2
Germ. or 101	Elementary German or French*	3
French 101		
Pub. Spk. 101	Public Speaking.....	2
		15

Second Semester

Soc. 102	Principles of Sociology.....	2
Chem. 102	Inorganic Chemistry.....	4
Eng. 202	Literature.....	2
Germ. or 101, 102	Elementary German or French*	3
French 101, 102		
N. Ed. 109	History of Nursing.....	2
N. Ed. 409	Health Education.....	2
		15

*Upon consultation, History may be substituted for either German or French.

THIRD, FOURTH AND FIFTH YEAR

Academic Courses at Duquesne University
and Clinical Experience in Mercy Hospital
School of Nursing

THIRD YEAR

First Semester

Cat. No.	Course	Credit Hours
Phil. 401	General Ethics.....	2
		2

Second Semester

Phil. 402	Special Ethics.....	2
		2

FIFTH YEAR

Second Semester

N. Ed. 402	Trends in Nursing.....	3
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CLINICAL EXPERIENCE IN NURSING ARTS

This includes theoretical courses in all subjects in correlation with clinical experience. Clinical experience in General and Specialized Medical and Surgical Conditions, Pediatrics and Obstetrics, correlated with experience in the Out-Patient Department and with Dietotherapy, will be obtained at Mercy School of Nursing. Operating room experience will also be given at the above school. Psychiatric nursing experience will be obtained in conjunction with the Mercy School of Nursing Program.

Expenses of hospital experience exclusive of affiliations—\$155.00.

This covers room, board, laundry, uniforms, and textbooks used for hospital courses.

For experience in the following phases of nursing affiliations have been arranged:

Public Health Nursing	3 months	The Public Health Nursing Association of Pittsburgh
Tuberculosis	1 month	Tuberculosis League, Pittsburgh, Pa.
Nursing in Communicable Diseases	2 months	Gallinger Municipal Hospital, Washington, D. C.

DESCRIPTION OF COURSES

INTRODUCTORY

The courses of instruction are numbered in accordance with a plan uniform throughout the university. Odd numbers indicate courses given in the first semester, from September to February; even numbers indicate those given in the second semester from February to June. Courses designated in pairs, viz. "101, 102," "307, 308," run through the school year.

Courses numbered 100 are Freshman courses; 200, Sophomore courses; 300, Junior courses; 400, Senior courses. In general, students should register only for courses numbered according to their scholastic status, except in the cases of certain 300 courses which rotate yearly with certain 400 courses. Courses numbered 500 are primarily graduate courses, but Seniors may, with permission of the Dean, be admitted.

The courses listed in this catalogue are those available during the academic year 1939-40. Figures in parenthesis refer to former course number as listed in previous catalogues.

Credit for courses is expressed in semester hours.

The courses described below pertain strictly to Nursing Education. A description of all other courses may be found in the General Bulletin.

SCHOOL OF NURSING

Courses Offered in the School of Nursing

103-104 (3-4). Anatomy. The study of the structure and significance of the various organs and systems of the human body. Laboratory work includes the dissection of laboratory animals, the study of tissue slides, the human skeleton and demonstration-dissection of various organs. Credit. *Six hours.* MISS JOHNSON.

109 (9). S. S. History of Nursing. A survey of the history of nursing from early, medieval, to modern times. Credit, *Two hours.* MISS McCORMICK.

401 (101). Modern Trends in Nursing Education. This general survey deals with the recent development of all branches of the profession of nursing. As each field is presented and evaluated, the opportunities within the field will be emphasized. This course will be conducted by discussion and lecture. Credit, *Three hours.* MISS TOBIN.

403 (103). Curriculum Construction in Nursing Education. The plan in this course will be to consider the underlying principles involved in curriculum construction. In the main the work will be along the line of group activity, but opportunity will be given to students to work on individual problems. Credit, *Four hours.* MISS TOBIN.

407 (107, 108). Mental Hygiene. This course aims to present the basic factors in normal emotional and personality development. Reference is made to deviation from the normal and to the practical application of the material to the life and problems of the nurse. Credit, *Two hours*. DR. CARROLL.

409 (109). Health Education. A study of the principles underlying personal health. Through individual projects an appreciation of community health is developed. The responsibility for health programs in Schools of Nursing in relation to both student and patient is given definite attention. Credit, *Two hours*. MISS JOHNSON.

411 (111). Ward Management and Teaching. This course will present the ward management and its teaching possibilities as an integrated unit of the hospital. Method of teaching will be presented; case study and the assignment of student nurses for clinical experience will be stressed; consideration will be given criteria for the selection of materials, formulation of programs, and other important aspects of the ward. Opportunity will be given to any student who desires to work on a specific research problem in relation toward teaching or management. This carries an extra credit hour. Credit, *Two or Three hours*. MISS McCORMICK.

413 (113). Teaching of Nursing Arts in Schools of Nursing. This course deals with the underlying principles and methods involved in Teaching of the Nursing Arts. Consideration will be given to scientific analysis in relation to nursing procedures. Credit, *Three hours*. MISS JOHNSON.

419 (119). Professional Problems. Open to graduate nurses who present a background of experience in teaching, supervision, or administration. Problems which have emerged from experience will be discussed and analyzed. Credit, *One hour*. MISS TOBIN.

421 (121). Supervision in Schools of Nursing. For students engaged in or preparing for supervision in Schools of Nursing. Underlying principles of supervision are stressed. Analysis is made of integrated programs of study for services within the hospital. Individual research projects in relation to supervision may be carried out. Such projects carry an extra credit hour. Credit, *Two or Three hours*. MISS JOHNSON.

422 (122). Field Experience in Supervision. This experience will be obtained in local Schools of Nursing arranged under the direction of the university. For prerequisites student is directed to consult the particular course in which she is enrolled. Credit, *Three hours*.

428 (128). Practice Teaching. This experience will be obtained in local Schools of Nursing arranged under the direction of the university. For prerequisites student is directed to consult the particular course in which she is enrolled. Credit, *Three hours*. MISS JOHNSON.

429 (129). Child Care and Training. This course deals with the physical, mental, and emotional growth of the preschool child with special emphasis on habit-formation and correction of behavior problems. Credit, *Two hours*. MISS McCORMICK.

431 (133). Nutrition. A study of the dietary essentials as they relate to family diet and economical feeding. Emphasis is placed upon the choice of low-cost adequate diets, education of the family in proper dietary habits and adjustment of the family budget to bring the food consumption up to a health level. Laboratory studies on foods and rat experimentation with diets are included. Credit, *Four hours*. MRS. BLASIER.

433 (123). Control of Communicable Disease and Public Health Administration. This course deals with the organization and activities of the various administrative divisions of the Federal, State and Local Departments of Health. Special emphasis will be given to the epidemiology of the communicable diseases and the administrative methods for their control. Credit, *Three hours*. DR. HADLEY.

434 (138). Social Case Work. An orientation to the field of social work, with emphasis upon the use of community resources and those factors in family case work useful to the Public Health Nurse. Credit, *Two hours*. MRS. PINE.

435 (135). Public Health Nursing—Principles and Practice. Consideration is given to the history and development of public health nursing and the objectives and functions in the field of public health nursing to meet community needs. It includes the organization of public health nursing services under private and public auspices. Credit, *Two hours*. MISS RUE.

437 (137). Public Health Nursing. Maternity, Infancy, Preschool. The course considers the developments, organization and programs of services in maternity, infancy and preschool services and the function of the nurse in these programs. Credit, *Two hours*. MISS RUE.

438 (136). School Nursing. The course deals with the developments in school nursing, the objectives and functions of the nurse in school health work in rural and urban schools, and the problems in building a well rounded school health program. Credit, *Two hours*. MISS RUE.

440 (134). Public Health Nursing—Special Fields. The application of the principles of public health nursing to special fields of public health nursing such as the nurse in industry and the nurse in a rural service. A consideration of the problems related to the functions of the nurse in these fields. Credit, *Two hours*. MISS RUE.

442 (120). Teaching in Public Health Nursing. The course considers the principles of teaching and the use of methods and materials in health teaching with individuals and groups. It includes the planning of lessons and the organization of materials to meet the needs of various groups of the community. Credit, *Two hours*. MISS RUE.

443, 444, 445, 446 (139, 140, 142, 143). Field Experience. An opportunity for well rounded experience in family health work is provided through the cooperation of the Public Health Nursing Association of Pittsburgh. It includes bedside care in the home, antepartum and child health service, programs for the control of syphilis and tuberculosis as well as work with acute communicable disease cases, and gives emphasis to the practice of social work as applied to public health nursing practice in the agency. Service in the county is also included with opportunity for experience in the school service. The previous experience of the student will be considered in selecting and assigning her to the field. Credit, *Ten hours*.

The
DUQUESNE UNIVERSITY
BULLETIN

VOLUME XXVIII

APRIL, 1940

NUMBER 2

THE SCHOOL OF PHARMACY

Sixteenth Annual Announcement

1940 - 1941



DUQUESNE UNIVERSITY

PITTSBURGH, PA.

VOLUME XXVIII

APRIL, 1940

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CANEVIN HALL

DUQUESNE UNIVERSITY

SCHOOL OF PHARMACY

1940-1941

FACULTY

ADMINISTRATION

VERY REV. RAYMOND V. KIRK, C.S.Sp., Ph.D.	<i>President of the University</i>
REV. JOHN J. SULLIVAN, C.S.Sp., M.A.	<i>Vice President</i>
HUGH C. MULDOON, Ph.G., B.S., D.Sc.	<i>Dean of the School of Pharmacy</i>
ROBERT C. STEWARD, B.S. in Ec.	<i>Secretary to the Dean</i>
HUGH T. DUFFY, B.S. in Ec.	<i>University Registrar</i>
REV. JOHN J. MANNING, C.S.Sp., M.A.	<i>Dean of Men</i>
KATHRYN B. REDMAN, D.Ed.	<i>Dean of Women</i>
M. GERTRUDE BLANCHARD, B.A.	<i>University Librarian</i>

TEACHING STAFF

HUGH C. MULDOON, Ph.G., B.S., D.Sc.	<i>Professor of Chemistry</i>
ELBERT VOSS, B.S., M.S., Ph.D.	<i>Professor of Materia Medica and Pharmacognosy</i>
RALPH R. KREUER, Ph.G., B.S.	<i>Acting Assistant Professor of Pharmacy</i>
STANLEY P. PORTER, Ph.G., B.S.	<i>Instructor in Chemistry</i>
EARL P. GUTH, B.S., M.S., Ph.D.	<i>Instructor in Pharmacy and Pharmaceutical Chemistry</i>
W. JOHN DAVIS, B.A., LL.B.	<i>Instructor in Law</i>
THOMAS D. HOWE, B.S., M.A., Ph.D.	<i>Professor of Biology</i>
GEORGE E. DAVIS, B.A., M.S., Ph.D.	<i>Associate Professor of Physics</i>
REV. JAMES F. CARROLL, C.S.Sp., S.T.D.	<i>Professor of Philosophy</i>
PATRICK CRONIN, Ph.D.	<i>Professor of Mathematics</i>
ARTHUR E. DUBOIS, B.S., M.A., Ph.D.	<i>Associate Professor of English</i>
HARRY MCCLELLAN, B.S.	<i>Instructor in Business Practice</i>
MARTIN A. ROSANOFF, Ph.B., D.Sc.	<i>Director of Chemical Research</i>
TOBIAS H. DUNKELBERGER, B.S., Ph.D.	<i>Graduate Instructor in Chemistry</i>
ROBERT T. HANCE, Ph.D.	<i>Graduate Professor of Biology</i>
JOHN F. MATEJCZYK, B.S., M.S.	<i>Assistant Professor of Chemistry</i>
SISTER MARY CLEMENTINE, Ph.G.	<i>Hospital Instructor in Dispensing</i>
MARY R. KETTL, Ph.G.	<i>Hospital Instructor in Dispensing</i>
HERBERT H. SULLIVAN, B.S., M.D.	<i>Instructor in First Aid</i>
WILLIAM SCHUBERT, B.A., M.S.	<i>Instructor in Biology</i>
WILLIAM E. LLOYD, B.S.	<i>Assistant in Physiology</i>
FRANK FORTUNATO, Ph.G., B.S., M.S.	<i>Assistant in Pharmacy</i>
ELLIOTT BRODIE, D.D.S.	<i>Lecturer in First Aid</i>
FLOYD R. GRIMES	<i>Instructor in Commercial Design</i>
HOWARD L. GRIFFITH	<i>Instructor in Commercial Display</i>

THE UNIVERSITY

DUQUESNE UNIVERSITY, which was instituted as a college of arts and letters in 1878, was incorporated in 1881 as the Pittsburgh Catholic College of the Holy Ghost. The present administration building on Bluff Street was erected in 1885.

A university charter was obtained in 1911 and the Pittsburgh Catholic College became Duquesne University with authority to grant degrees in the arts and sciences, law, medicine, dentistry and pharmacy. This charter was further extended in 1930 to include degrees in education and music. Duquesne University now comprises a college of liberal arts and sciences, a graduate school, and schools of education, law, music, business administration, pharmacy, drama, and nursing. There is a department of commercial education. Pre-medical and pre-dental courses are offered. A summer session is held. Late afternoon, evening, and Saturday courses are conducted in the college of liberal arts and sciences, and the schools of law, business administration, education, music, drama, nursing and the graduate school. A unit of the Reserve Officers' Training Corps is maintained. The student body numbers nearly 3500.

The campus, located on an eminence close to Pittsburgh's Golden Triangle, is convenient to the depots of all railroads. It is within easy access of the various rapid transit lines that enter the city from all parts of Allegheny County.

The university buildings include an administration building, research laboratories, a music building, a library, a large recitation building, an activities building, a central heating plant, several residence buildings, and a gymnasium with an adjoining athletic field used for football and baseball and containing tennis and handball courts. The Fitzsimons Building, a seven-story business building situated in the heart of the financial district, is used for numerous purposes including the late afternoon and evening classes of the school of business administration, the department of commercial education, the school of law, and the law library.

All buildings are well equipped for the special purposes to which they are put.

Duquesne University is accredited by the Middle States Association of Colleges and Secondary Schools, the Pennsylvania Department of Public Instruction, and other important agencies. It holds membership in numerous educational societies and organizations.

THE SCHOOL OF PHARMACY

Plans for establishing a School of Pharmacy were instituted in 1911 when the charter of the university was amended and authority was obtained to grant degrees in pharmacy. On April 20, 1925, the final work of organizing the school was begun. The first class was received September 21, 1925.

PURPOSE

The chief purpose of the School of Pharmacy is to train pharmacists; to give men and women such schooling in pharmacy and its allied sciences as will enable them to meet the present and future demands of their chosen profession in an able and intelligent manner. Both the professional and commercial sides of pharmacy are given consideration. Students are taught to be good business men as well as good pharmacists; but graduates of the course in pharmacy are not restricted to retail store work alone. They may become hospital pharmacists, pharmacists in the Army or Navy, analytical chemists, pharmacognosists, bacteriologists, water-control chemists, food chemists, food and drug experts in government laboratories, medical technologists or teachers in schools of pharmacy. They may find employment as agents for the enforcement of anti-narcotic acts. By the proper selection of electives from the field of education they may become teachers of science in high schools. They may become manufacturers, or salesmen and detail men for medicinal products. They may enter the wholesale drug business, or do general chemical and pharmaceutical manufacturing and control work. A considerable number of pharmacists continue their study and become physicians. Elective subjects may be chosen in fields that will help to meet the entrance requirements for medical schools, specified by the American Medical Association.

STANDARDS AND RECOGNITION

The standards of the American Council on Pharmaceutical Education and of the American Association of Colleges of Pharmacy are maintained in all courses. The legal requirements of Pennsylvania, New York, New Jersey, Ohio, West Virginia, and of all other states are met.

The Duquesne University School of Pharmacy was registered as a recognized school of pharmacy by the Pennsylvania State Board of Pharmacy, March 10, 1926. The school holds membership in the American Association of Colleges of Pharmacy. This

association numbers among its members the most important and progressive colleges of pharmacy in the United States. Several states by law or ruling of the state board of pharmacy recognize only those schools which hold membership in this association.

The Duquesne University School of Pharmacy is accredited by the American Council on Pharmaceutical Education, the highest accrediting agency in pharmaceutical education.

Graduates of this school are admitted to state board examinations in those states requiring graduation from a college of pharmacy as a prerequisite to these examinations.

ADVANTAGES

Because the School of Pharmacy is an integral part of the university, students in this school may participate in all university activities, social, athletic, literary, fraternal and educational.

The courses of study in the School of Pharmacy, aside from those of strictly pharmaceutical character, are coordinated with those of the other departments of the university. This arrangement gives the students in the School of Pharmacy the valuable advantage of the broadening influence resulting from close contact with students and teachers of the several schools.

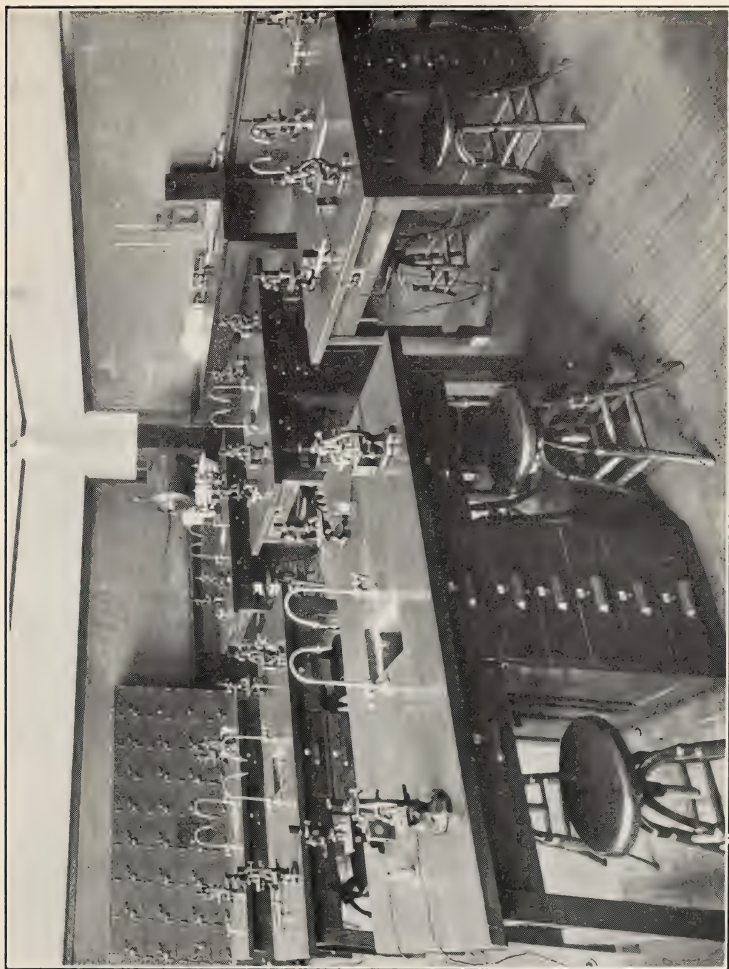
Well-planned courses of study, including business as well as professional training, an unusually large amount of laboratory work, careful supervision by experienced teachers, and the progressive policies of the university insure to the student more than adequate training for his life-work. The affiliation of the school with Mercy Hospital is of great benefit in prescription practice.

Students in the School of Pharmacy are eligible for positions on the varsity athletic teams. The School of Pharmacy takes an active part in all intramural sports. Its football and basketball teams have been notably successful. Its basketball team engages in competition with teams representing other colleges.

The location of the school affords all the many advantages to be found in a big city. There are opportunities to work in drug stores or in other establishments for those who find it necessary to earn a portion of their expenses. Concerts, lectures, libraries, museums, theatres, and the other educational advantages of a great commercial and educational center are available to the student.

STATE LICENSING OF PHARMACISTS

A candidate for registration as pharmacist must meet the following requirements before he (or she) may be admitted to the



LABORATORY FOR BIOLOGY

licensing examinations which are conducted by the Pennsylvania State Board of Pharmacy.

Requirements for registration as Pharmacist:

1. **Age. Character.** The candidate must not be less than 21 years of age, and of good moral character.
2. **Professional Training.** The candidate must be a graduate of a recognized college of pharmacy. Applicants who enter college subsequent to 1932 must have completed a four year course.
3. **High School Preparation.** The candidate must have a State Preliminary Certificate certifying to not less than four years of high school work, or the equivalent, in approved subjects. The certificate must bear a date not later than November 1 of the year of matriculation.
4. **Practical Experience.** The candidate must have had subsequent to his 16th birthday the required amount of practical drug store experience. For graduates of the four-year college course, one year of experience is required. Credit up to six months of the total twelve months specified may be given for experience gained in the drug dispensary of a public hospital which is conducted under the constant supervision of a registered pharmacist. One year of practical experience shall be not less than 2400 hours, which may be computed as follows: 8 hours a day, 6 days a week, 52 weeks a year, or equivalent. Applicant will not be credited with more than 800 hours in any one year while in attendance at school.

In computing the term of practical experience, drug store service *will not be credited* which was rendered on the days the applicant attended a school.

Drug store experience may be gained before the college work is begun, during the summer vacations, or after graduation.

5. **Apprenticeship.** The candidate must have a Pennsylvania Apprentice Certificate if the apprenticeship began after April 27, 1925. *Experience is computed from the date of the Apprentice Certificate.* All persons who expect to practice pharmacy should apply for an apprentice certificate to the Pennsylvania State Board of Pharmacy at Harrisburg, immediately on beginning work in a drug store or hospital dispensary.

Requirements for Registration as Assistant Pharmacist:

An applicant for registration as Assistant Pharmacist must meet the requirements listed for Registered Pharmacist in respect to age, character, state preliminary certificate, and Pennsylvania apprentice certificate. In addition he must have completed satisfactorily a two years' college course in pharmacy and he must have had two years of practical experience. Up to one year of the experience may be gained in the drug dispensary of a hospital which is conducted under the constant supervision of a registered pharmacist.

One year of practical experience shall be not less than 2400 hours, which may be computed as follows: 8 hours a day, 6 days a week, 52 weeks a year, or equivalent. Applicant will not be credited with more than 1200 hours in any one year while in attendance at school.

In computing the term of practical experience, drug store service *will not be credited* which was rendered on the days the applicant attended a school.

ADMISSION

The School of Pharmacy accepts both men and women students.

New students are admitted to the regular pharmaceutical courses only at the opening of the First Semester. Except in unusual cases students will not be registered after instruction has begun. In no case are new students permitted to register later than October 10.

Special students, not candidates for degrees, and those admitted with advanced standing may enter at the beginning of any semester.

Candidates for admission: 1. Must be at least 17 years of age. 2. Must be of good moral character. 3. Must have satisfactorily completed an approved four-year high school course or its equivalent. 4. Must present before November 1 of the year in which college work is begun, a Pennsylvania State Preliminary Certificate issued by the Pennsylvania Department of Public Instruction.

Students are not admitted to the regular courses subject to the removal of entrance conditions.

An approved four-year high school course must comprise two years of social science including American history or problems of democracy, one year of mathematics (algebra or geometry), one year of science (chemistry, physics, or biology), four years of English, and additional work to make a total of at least 72 counts or 16 units. Not more than 2 units may be allowed in commercial subjects. Applicants who cannot satisfy the requirements by furnishing certified records from accredited schools may make up the deficiency by passing the examinations given for this purpose by the Pre-Professional Credentials Bureau of Pennsylvania. These examinations are held during February, June and August in Pittsburgh, Philadelphia, Harrisburg, and Scranton. Eighteen counts earned by examination are accepted as equivalent to one year's high school work.

The following table shows the counts that can be earned by passing examinations in the subjects listed. Subjects marked (A) are offered in February, June and August. Those marked (B) in June and August only; those marked (C) in August only.

Subjects required as part of a four-year high school course are:

Subjects	Counts	Subjects	Counts
A—English, first year.....	4	A—Plane Geometry.....	5
A—English, second year.....	4	or	
A—English, third year.....	4	B—General Mathematics.....	4
A—English, fourth year.....	4	A—Physics.....	5
A—American History.....	4	or	
A—Social Problems.....	4	A—Chemistry.....	5
A—Algebra to Quadratics.....	5	or	
or		A—Biology.....	5

ELECTIVE SUBJECTS

Subjects	Counts	Subjects	Counts
A—Arithmetic.....	4	A—French, second year.....	5
A—Solid Geometry.....	2	C—Italian, first year.....	5
B—Bookkeeping, first year....	4	C—Italian, second year.....	5
B—Bookkeeping, second year	4	A—Social Problems.....	4
C—Trigonometry.....	2	B—Salesmanship.....	4
A—Intermediate Algebra.....	2	B—Commercial Law.....	2
B—Spanish, first year.....	5	C—Stenography-Typewriting	10
A—Spanish, second year.....	5	A—European History.....	5
A—Latin, first year.....	5	A—Economic Geography.....	4
A—Latin, second year.....	5	A—Physical Geography.....	4
A—Latin, third year.....	5	A—Physiology and Health	4
A—Latin, fourth year.....	5	C—Agriculture.....	2
A—German, first year.....	5	A—General Science.....	4
A—German, second year.....	5	A—Civics.....	2
B—French, first year.....	5		

Credit by examination will be given in algebra or general mathematics but not in both.

Further information regarding these examinations, the method of securing admission, fees, dates, etc., may be obtained by writing to the Pre-Professional Credentials Bureau at Harrisburg.

ADVANCED STANDING

Scholastic and time credits are accepted from recognized colleges or schools of pharmacy whose entrance requirements and quality and character of work conform to the standards of this school. Students transferring must, moreover, bring a letter of honorable dismissal. Credit is not given for pharmaceutical work done in evening school nor for work done by correspondence. No credit is given by examination or otherwise for any work done at the school previously attended if credit for such work was not granted at that school. No credit is granted for pharmaceutical courses which were not completed in a recognized college of pharmacy. Credit is not granted for courses completed with a grade lower than C.

Credit may be allowed for courses in English, mathematics, physics, modern languages, education and such other non-pharmaceutical subjects as meet with the approval of the faculty of the College of Liberal Arts and Sciences, or of the School of Education or of any other school of the university under which these courses are usually given.

SPECIAL STUDENTS

(a) Students carrying less than twelve hours per semester, or less than a total of twenty-four hours for the two semesters are classified as special students.

(b) Experienced persons of mature age may be admitted as special students, not candidates for degrees, to those courses which in the judgment of the Dean they are qualified to pursue with profit.

The right is reserved to reject any applicant for admission for reasons that are satisfactory to the Dean.

ROUTINE OF MATRICULATION

1. Applicants for admission should address the Registrar to obtain the necessary forms for matriculation.

2. Applicants will fill out the application for admission blanks and return them to the Registrar.

3. The blank forms upon which the official transcripts of high school work are to be recorded must be properly filled in and signed by the principal of the high school in which the preliminary training was obtained. The principal will then mail the transcripts directly to the Registrar of Duquesne University.

4. The Registrar will present the record of high school credits to the State Pre-Professional Bureau for evaluation. If the work is approved, the Registrar will so notify the applicant who will then procure from the bureau and file with the Dean, a Pennsylvania State Preliminary Certificate. The scholastic requirement for admission will then have been satisfied.

If the record of high-school credits is not fully approved by the bureau, the applicant will be so informed. He may then make up the deficiency by state examination or by further study in high school.

Because of the possible difficulties and delays in securing evaluation and certification of high school work, it is strongly advised that applicants for admission to this school have their high school principal furnish the Registrar with transcripts of the applicant's record as soon as possible after the completion of the work.

Since classes are restricted in size, and reservations of places are made in the order of the receipt of applications, it is to the advantage of all prospective students to register as early as possible.

REGISTRATION

A registration period precedes each semester and summer session. All schools register students during this period. Late registration, conducted for the first two weeks of a semester or the first week of the summer session, carries a penalty of \$5.00. The general regulations concerning registration are:

(1) Registration forms are obtained in the office of the Registrar. (2) The student's schedule is prepared in conference with the Dean. (3) All fees for the semester are payable at registration time, unless other arrangements are made with the treasurer. (4) Admission to class is allowed only on presentation of class cards issued by the Dean.

A student is not permitted to change his schedule of courses without the permission of his Dean. A student who withdraws from a course without proper authorization receives a grade of F for the course. Change of schedule is permitted, without fee, only during the registration period. For a serious reason, change of schedule may be permitted during the same period that late registrations are accepted. A fee of \$1.00 is charged for this privilege.

STUDENT STANDING

(a) **Class Attendance:** Students are not permitted to absent themselves without good reason.

(b) **Examinations:** Entrance examinations are given at the beginning of each semester for those applicants who are not favorably recommended by their high school principals to undertake college work.

Final examinations are given at the end of each semester and summer session. No student is excused from taking final examinations.

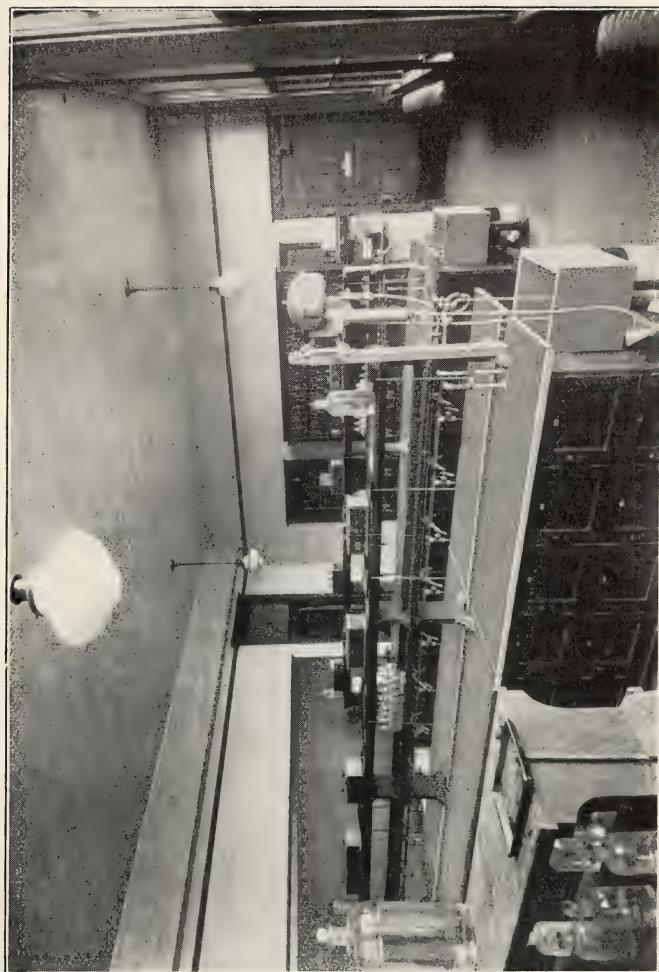
A comprehensive examination covering the work of the entire year is given all students at the end of each school year.

Comprehensive examinations covering the work of the entire course in the major subject, and in English, must be passed by all candidates for degrees.

(c) **Grading:** The uniform grading system adopted February 21, 1929, and amended September 19, 1938 is the only method of rating recognized.

This system is as follows:

A, excellent; B, good; C, average; D, below average—lowest passing grade; E, conditioned for re-examination; F, failure—must repeat the course; I, incomplete—the grade is deferred because of uncompleted work; X, absent from final examination; W, official withdrawal; P, passed—used in certain courses without quality points. B, is the lowest passing grade in the Graduate School.



PHARMACEUTICAL LABORATORY

(d) **Quality Points:** For each credit of work carried quality points shall be awarded according to the following scale: Grade A, the number of credits shall be multiplied by 3; grade B by 2; grade C by 1; grade D by 0; and grade F by minus 1, until the F has been removed by a passing grade.

The requirement for graduation shall be not less than 120 semester hours credit in any undergraduate school and a minimum quality point average of 1.0. Therefore the minimum graduation requirement shall be the number of semester hours credit required for the degree and the equivalent number of quality points.

Quality points shall not be awarded for temporary marks, such as I, X or E; and the marks W and P shall not be included in the quality point award. The quality point system became effective with the new students entering the university in 1938-39.

Temporary marks, E, I, X, if not removed within 30 school days of the student's next succeeding semester become permanent marks and the courses must be repeated for credit. The latest date for removal of temporary marks is announced in the university calendar.

(d) **Unit of Credit:** The unit of credit is the "semester hour." One *semester hour* of credit is granted for the successful completion of one hour weekly of lecture or recitation, or for two hours weekly of laboratory work for one semester. In those laboratory courses in which but little outside preparation or report work is required, one hour of credit is given for three hours of laboratory work.

(e) **Scholastic Standing:** A student, to be permitted to continue a course of study, must pass in two-thirds of the hours of credit carried in each semester, or the equivalent of an average quality point minimum of 0.67. Failure to satisfy the minimum scholastic requirement will result in the elimination of the student for low scholarship.

A student who fails in one-third or less of the semester hours of credit carried, or the equivalent of an average quality point of less than 1.0, may be placed on probation for the next semester if his average shows a general weakness. Students on probation carry a reduced schedule.

GRADUATION

(a) **General Requirements:** A candidate for a degree must be of good moral character; must have paid all indebtedness to the university; and must be present at the Baccalaureate and Commencement Exercises.

(b) **Scholastic Requirements:** The candidate for a degree must have satisfied all entrance requirements; must have a general average of C for the entire course, with no grade lower than D; must have completed the last year's work (a minimum of thirty semester hours of credit) in residence; must pass comprehensive examinations in the major field, and in English.

(c) **Quality Point Requirements:** The candidate must have a minimum total number of quality points equivalent to the number of semester hour credits required for the Bachelor's degree; or a minimum quality point average of 1.0.

Degrees are awarded with special mention "cum laude" or "magna cum laude" to students who have completed the regular course with unusual distinction. Upon recommendation of the faculty, this mention may be raised to "summa cum laude."

THE SCHOOL YEAR

The school year, which occupies 32 weeks, exclusive of Christmas and Easter vacations, is divided into a First Semester and a Second Semester of 16 weeks each.

TUITION AND FEES

Tuition..... \$225.00

The tuition fee for the college year is payable at the time of registration, as follows:

First Semester..... \$115.00

Second Semester..... 110.00

Registration Fee \$ 1.00

This non-refundable fee is required of every student at each registration period.

Student Health Fee..... \$ 2.50

This fee includes physical examination at entrance and advice and health guidance.

Laboratory Breakage Deposit..... \$ 10.00

This fee, less charges for missing and broken apparatus for which the student is individually responsible, is returned at the end of the second semester. Any charges in excess of this fee will be paid by the student.

Activities and Library Fee..... \$ 15.00

This fee gives gymnasium privileges and admittance to all university athletic contests held at home during the year. It also includes subscriptions to the *Duquesne Monthly* and the *Duquesne Duke*.

Pharmaceutical Association Membership Fee..... \$ 1.00

This annual fee is required of all students in the School of Pharmacy.

Laboratory Fees:

Students enrolled in the following courses will pay laboratory fees as indicated:

\$ 5.00—Biology: 101, 102, 201, 202, 301, 304, 305, 311,

401, 402, 403, 406.

Chemistry: 204, 301, 304, 306, 431, 432.

Materia Medica: 302.

Pharmacy: 201, 202, 305, 407.

Physics: 201, 202, 407, 408, 409.

\$ 7.50—Chemistry: 101, 102, 201, 202, 204, 301, 401, 402, 501, 502.

Pharmacy: 322.

\$10.00—Chemistry: 302, 441.

Pharmacy: 427, 428.

Laboratory Fees are not subject to refund.

DUQUESNE UNIVERSITY SCHOOL OF PHARMACY

Key Deposit	\$ 0.50
This fee is collected for each locker key furnished to the student. The deposit is refunded when the key is returned at the end of the course.	
Condition Examination Fee	\$ 5.00
This fee is charged for each condition and special examination. It is payable in advance.	
Extra Work Fee, per Semester Hour Credit	\$ 8.00
Special Work Fee	\$ 8.00
Special students who carry less than 12 semester hours of work will pay a tuition fee of \$8.00 per semester hour.	
Late Entrance Fee	\$ 5.00
A late entrance fee of \$5.00 is charged to all students registering for the first semester on or after September 19; for the second semester on or after February 6.	
Change of Course Fee	\$ 1.00
A fee of \$1.00 is charged for a change in course two weeks after the registration period has been completed.	
Graduation Fees—Bachelor's Degree	\$ 15.00
Master's Degree	25.00
Doctor's Degree	50.00

COURSES OF STUDY

The School of Pharmacy offers the following courses of study:

1. A course of study occupying four college years and leading to the degree of Bachelor of Science in Pharmacy.

This course is intended primarily to prepare the student for the duties of the retail pharmacist, including the preparation of medicines, the compounding of prescriptions, the chemical and microscopical examination of medicinal materials, and the management of a drug store. The studies are so arranged that the work increases in difficulty gradually, each course laying a foundation and preparing the student for the work of succeeding semesters.

A limited freedom of electives is permitted so that the student may do work in certain fields that interest him. Courses in business practice and commercial pharmacy are valuable to the retail pharmacist, but the student who is preparing for medicine is permitted to substitute for them zoology and other subjects required for entrance to a medical school. The student who is preparing to teach will choose his electives from the field of education.

In order to receive the degree of Bachelor of Science in Pharmacy, the student must complete satisfactorily a minimum of 138 semester hours of work, including all the required subjects.

2. A graduate course of one year leading to the degree of Master of Science.

This course is offered by the Graduate School of the university to graduates of the four-year curriculum in pharmacy and to graduates of similar curricula in other colleges and universities of recognized standing, who are qualified to pursue with profit the advanced courses offered by the university. Admission to study in the Graduate School does not necessarily imply admission to a candidacy for a degree.

Candidates for the degree of Master of Science may take all their work in the departments of pharmacy, chemistry or pharmacognosy. They may elect pharmacy as a major or minor subject.

For further information, the announcement of the Graduate School should be consulted.

SUMMER COURSES

No pharmaceutical courses for which college credit is given are offered during the summer or in the evening. Summer courses in the basic and cultural subjects are accepted for credit if the courses are approved by the College of Liberal Arts and Sciences.

Review classes for those students who have failed or who have been conditioned in pharmaceutical subjects of the second or third year are held during the first three weeks in September of each year. These classes are open only to students who have taken the same work in the regular classes at this school.

A schedule and list of fees will be furnished to those students who are permitted to attend these classes.

B.S. (Phar.) CURRICULUM

FRESHMAN YEAR

First Semester

		Courses	Hours Class	Per Week Lab.	Sem. Hours
Ch.	101	Inorganic Chemistry.....	4	4	4
Math.	107	Mathematics.....	3		3
Eng.	101	English Composition.....	4		4
Rel.	101	General Ethics.....	2		2
Bio.	101	Botany.....	3	4	4

Second Semester

Ch.	102	Inorganic Chemistry.....	4	4	4
Ch.	204	Qualitative Analysis.....	2	6	4
Eng.	102	English Composition.....	4		4
Rel.	102	General Ethics.....	2		2
Pha.	118	Pharmaceutical Latin.....	2		2
Pha.	116	History of Pharmacy.....	1		1
			31	18	34

SOPHOMORE YEAR

First Semester

		Courses	Hours Class	Per Week Lab.	Sem. Hours
Phy.	201	Physics.....	4	3	4
Ch.	201	Organic Chemistry.....	4	3	4
Pha.	201	Theory of Pharmacy.....	3	3	4
Eng.	201	Philosophy of Literature.....	4		4
Phil.	201	Logical Thinking.....	2		2

Second Semester

Phy.	202	Physics.....	4	3	4
Ch.	202	Organic Chemistry.....	4	3	4
Pha.	202	Galenical Pharmacy.....	2	6	4
Eng.	202	Philosophy of Literature.....	4		4
Phil.	202	Logical Thinking.....	2		2
			33	21	36

JUNIOR YEAR

First Semester

Courses			Hours Per Week	Sem.
			Class	Lab. Hours
Ch.	301	Quantitative Analysis.....	2	8 5
Bio.	311	Physiology.....	3	3 4
C. Pha.	301	Law.....	3	... 3
Pha.	305	Operative Pharmacy.....	2	4 3
Pha.	319	Pharmaceutical Ethics.....	1	... 1

Second Semester

Ch.	306	Drug Assay.....	1	3 2
M. Med.	302	Pharmacology.....	3	3 4
C. Pha.	304	Business Practice.....	3	... 3
Bio.	304	Bacteriology.....	3	3 4
Pha.	322	Prescription Practice.....	2	6 3
			23	30 32

SENIOR YEAR

First Semester

Courses			Hours Per Week	Sem.
			Class	Lab. Hours
Ch.	431	Biochemistry.....	3	4 4
M. Med.	405	Pharmacognosy.....	4	... 4
C. Pha.	407	Pharmaceutical Economics.....	2	3 3
Pha.	427	Dispensing.....	2	6 4
Pha.	431	United States Pharmacopoeia.....	3	... 3

Second Semester

Ch.	432	Pharmaceutical Chemistry.....	3	4 4
M. Med.	406	Pharmacognosy.....	4	... 4
C. Pha.	408	Pharmaceutical Economics.....	2	3 3
Bio.	414	First Aid.....	1	... 1
Pha.	428	Dispensing.....	2	6 4
Pha.	432	National Formulary.....	2	... 2
			28	26 36

(Students who are not preparing for retail pharmacy may substitute approved elective subjects for the following courses of the Junior and Senior years: C. Pha. 301, 304, 407, 408).

DESCRIPTION OF COURSES

The courses of instruction are numbered in accordance with a plan uniform throughout the university. Odd numbers indicate courses given in the first semester, from September to February; even numbers indicate those given in the second semester from February to June. Courses designated in pairs, *viz.* "101, 102," "307, 308," run through the school year.

Courses numbered 100 are Freshman courses; 200, Sophomore courses; 300, Junior courses; 400, Senior courses. In general, students should register only for courses numbered according to their scholastic status, except in the cases of certain 300 courses which rotate yearly with certain 400 courses. Courses numbered 500 are primarily graduate courses, but Seniors may with permission of the Dean, be admitted. Courses numbered 600 and above are strictly graduate courses and only qualified students may take them for credit.

The courses listed in this catalogue are those available during the academic year 1940-41. Figures in paranthesis refer to former course number as listed in previous catalogues.

CHEMISTRY

101, 102. Inorganic Chemistry. A general college course dealing with the fundamental laws and theories of inorganic chemistry. Non-metallic elements and their compounds; metals and their compounds; industrial processes; modern chemical theories. Class, 4 hours; laboratory, 4 hours. Credit *Four hours each semester*. PROF. MULDOON, PROF. MATEJCZYK, MR. PORTER.

201, 202. Organic Chemistry. A course in general organic chemistry dealing with fundamental theories and with the aliphatic hydrocarbons and their derivatives. Compounds representing the important types are prepared in the laboratory. The aromatic hydrocarbons and their derivatives, terpenes, alkaloids, proteins, and many compounds of medical importance are studied. Prerequisite: Ch. 102. Class, 4 hours; laboratory, 3 hours. Credit, *Four hours each semester*. PROF. MULDOON, MR. PORTER.

204. Qualitative Analysis. An introductory course in chemical analysis dealing with the properties and reactions of the common elements and the common organic and inorganic acids. The qualitative analysis of a number of solutions and solids is carried out. Prerequisite or parallel: Ch. 102. Class, 2 hours; laboratory, 6 hours. Credit, *Four hours*. MR. PORTER.

207, 208. Principles of Chemistry. A course for the student desiring some acquaintance with the subject as a whole and who does not intend to take any other chemistry course. Recitations with lecture demonstrations. Class, 3 hours. Credit, *Three hours each semester*. PROF. MATEJCZYK.

301 (5). Quantitative Analysis. A course in gravimetric and volumetric processes. The use of the analytic balance; stoichiometry; common gravimetric determinations; the preparation and standardization of volumetric solutions; assays involving neutralization, precipitation, oxidation and reduction. Prerequisite: Chemistry 204. Class, 2 hours; laboratory, 8 hours. Credit, *Five hours*. DR. MULDOON, MESSRS MATEJCZYK, PORTER.

302 (118). Physiological Chemistry. A study of the chemical properties of fats, carbohydrates, proteins, enzymes, ferment action, digestive processes, nutrition and other physiological phases of chemical application. Prerequisite: Chemistry 201, 202. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. Alternates with Chemistry 304. MR. O'CARROLL.

304 (21). Technical Metallurgical Analysis. A course dealing with the quantitative analysis of industrial materials. Prerequisite: Chemistry 301. Class, 2 hours; laboratory, 6 hours. Credit *Four hours*. Alternates with Chemistry 302. MR. MATEJCZYK.

306 (6). Drug Assay. A course devoted to the determination of the relative amounts in which the active or valuable constituents of medicinal substances are present. Volumetric, gravimetric, and gasometric assays of official substances are made. Work is done in the detection, identification, and determination of alkaloids. Prerequisite: Chemistry 301. Class, 1 hour; laboratory, 3 hours. Credit, *Two hours*. DR. GUTH.

404 (104). Advanced Quantitative Analysis. A course devoted to the gravimetric and volumetric analysis of iron, steel, cement, limestone, and some of the common ores. The most modern methods are used. Prerequisite: Chemistry 301. Class, 2 hours; laboratory, 9 hours. Credit *Five hours*. MR. MATEJCZYK.

407, 408 (15, 16). Physical Chemistry. For pre-medical students. An elementary course in those parts of physical chemistry which have found important applications in the biological sciences and underlying medical practice. The course is of distinct value to any student majoring in botany, zoology or bacteriology. Prerequisite: Chemistry 301, 201, 202. Class, 2 hours. Credit, *Two hours*. DR. DAVIS.

423 (123). History of Chemistry. A course in the history of chemistry and the development of chemical theories. Prerequisite: Chemistry 401, 402. Lectures, library work and the presentation of reports. Credit, *Three hours*. MR. MATEJCZYK.

431 (31). Biochemistry. The chemistry of digestion, metabolism and excretion. Theory and practice in those studies which aid the physician in making a correct diagnosis. Urine analysis, blood counts, gastric analysis, etc. This course is designed to meet the needs of pharmacists. Prerequisites: Chemistry 202, 306. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. GUTH.

432 (30). Pharmaceutical Chemistry. A course devoted to the occurrence, preparation, purification, properties, and identification of official inorganic and organic chemicals. Practice is given in the use of the polarimeter and refractometer. Prerequisites: Chemistry 202, 204, 306. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. GUTH.

441 (41). Analysis of Foods. A course devoted to the examination of common foods. Substitutes and adulterants are detected. Milk, cream, butter, ice cream, cereals, spices, edible oils and beverages are studied. Prerequisites: Chemistry 202, 301. Class, 2 hours; laboratory, 9 hours. Credit *Five hours*. DR. GUTH.

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501, 502 (111, 112). **Physical Chemistry.** An elementary course covering the fundamental principles, laws and theories of chemistry. The subject matter includes a study of the properties of the different states of matter, chemical equilibria, colloids, thermochemistry and photochemistry. Prerequisite: Physics, 201, 202 and Chemistry, 301, 201, 202. Calculus is desirable. Class, 3 hours; laboratory, 4 hours. Credit, *Eight hours*. DRs. ROSENBERG, DUNKELBERGER.

505 (105). **Analytical Organic Chemistry.** A course dealing with the identification of organic compounds. Prerequisites: Chemistry 301, 201, 202. Class, 2 hours; laboratory, 6 hours. Credit, *Four hours*. MR. O'CARROLL.

520 (120). **Colloid Chemistry.** A study of surface phenomena and their application to disperse systems such as colloids, jels and emulsions. Prerequisite: Chemistry 401, 402. Class, 2 hours; laboratory, 2 hours. Credit, *Four hours*. MR. MATEJCZYK.

600. Research. Graduate students undertake original investigation in chemistry or physical chemistry. Credit, *To be arranged*. DR. DUNKELBERGER.

601. Chemistry for Teachers of Chemistry. An amplification of the High School course in chemistry, with special reference to the underlying theories. The course will include, for instance, a most thorough discussion of chemical formulation. Credit, *Three hours*. DR. ROSANOFF.

602. Chemical Kinetics. A study of the velocity of reactions, its mathematical description, and the interpretation of its bearing on the mechanism of chemical changes. Credit, *Six hours*. DR. DUNKELBERGER.

609, 610. Physico-Organic Chemistry. A study of the methods for determining the size, shape, and structure of organic molecules, and the nature and velocity of organic reactions. Prerequisite: Physical Chemistry 501, 502. Credit, *Six hours*. DR. DUNKELBERGER.

611. Advanced Organic Chemistry. The newer concepts of organic chemistry are discussed. Credit, *Six hours*. DR. DUNKELBERGER.

620. Chemical Thermodynamics. Applications of thermodynamics to thermo-chemistry, changes of state, equilibrium of gases and solutions, and electro-chemistry. Characteristic equations of state, entropy and the Nernst heat theorem. Mathematical prerequisite: Calculus through partial derivatives. Credit, *Six hours*. DR. DUNKELBERGER.

626. Advanced Organic Synthesis. Lectures on special topics, with laboratory work consisting in the repetition of suggestive synthetic steps from the original literature of organic chemistry. Credit, *Five hours*. DR. DUNKELBERGER.

700. Research in Chemical Dynamics. An experimental and theoretical re-investigation of esterification, with special reference to the retardations attributed to steric hindrance. Credit, variable. DR. ROSANOFF.

PHARMACY

116. Pharmaceutical Latin. An elementary course dealing with the morphology and syntax of the Latin used in prescriptions and in chemical, botanical, and pharmaceutical nomenclature. No previous knowledge of Latin is assumed. Class, 2 hours. Credit, *Two hours*. PROF. MULDOON.

118. History of Pharmacy. A brief survey of the history of pharmacy from the earliest times to the present day. Especial attention is given to the history of pharmacy in America. Class, 1 hour. Credit, *One hour*. MR. FORTUNATO.

201. Theory of Pharmacy. An introduction to the study of pharmacy. Legal standards, metrology, specific gravity, heat and its applications, pharmaceutical apparatus and general processes, such as comminution, solution, extraction, and distillation, are studied and illustrated. The mathematical problems and calculations met in pharmaceutical and chemical practice are considered. Class, 3 hours; laboratory, 3 hours. Credit, *Four hours*. MR. KREUER.

202. Galenical Pharmacy. A course dealing with the galenical preparations of the United States Pharmacopoeia and the National Formulary. Preparations of each of the various types, such as medicated waters, syrups, emulsions, powders, etc., are considered individually. Prerequisite: Pha. 201. Class, 2 hours; laboratory, 6 hours. Credit, *Four hours*. DR. GUTH.

305. Operative Pharmacy. The study and manufacture of official preparations. Representatives of each of the general types, pills, troches, cachets, extracts, etc., are made. Technique is emphasized. Prerequisite: Pha. 202. Class, 2 hours; laboratory, 4 hours. Credit, *Three hours*. DR. GUTH.

319. Pharmaceutical Ethics. A lecture course devoted to the study of general moral principles as they affect pharmaceutical and medical practice. The course emphasizes the special responsibilities of the pharmacist. Class, 1 hour. Credit, *One hour*. DR. CARROLL.

322. Prescription Practice. An introductory course dealing with the compounding and dispensing of prescriptions; reading and interpreting the prescription; checking dosages and quantities of ingredients; prescription filing and pricing. Preparations are packaged, labeled and wrapped as in actual dispensing. Prerequisite: Pha. 305. Class, 2 hours; laboratory, 6 hours. Credit, *Three hours*. MR. KREUER.

427, 428. Dispensing. Practical work in compounding prescriptions, including unusual and difficult ones selected from actual medical practice. Methods of overcoming incompatibilities and dispensing difficulties are studied. Homeopathic pharmacy is considered. Dispensing practice is given in the pharmacy and dispensary of a hospital which treats 30,000 patients a year. Prerequisite: Pha. 322. Class, 2 hours; laboratory, 6 hours. Credit, *Four hours*. MR. KREUER, SISTER MARY CLEMENTINE, MISS KETTL, MR. FORTUNATO.

431. United States Pharmacopoeia. A systematic and critical study of the inorganic and organic chemicals and the pharmaceutical preparations of the latest edition of the United States Pharmacopoeia. A general review of pharmacy and chemistry is given. Prerequisites: Pha. 305, 322. Class, 3 hours. Credit, *Three hours*. DR. GUTH.

432. National Formulary. A careful consideration of the official substances and preparations of the latest edition of the National Formulary. New and non-official remedies are studied. A general review of pharmacy and chemistry is given. Prerequisite: Pha. 431. Class, 2 hours. Credit, *Two hours*. DR. GUTH.

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501, 502. Research Problems. Opportunity is given to seniors and to graduate students to do work in connection with the special problems of U.S.P. and N.F. revision. Credit, *To be arranged*. DR. GUTH.

504. Modern Pharmacy. A study of the social and economic changes affecting pharmacy since the late eighteenth century. Credit, *Two hours*. MR. KREUER.

601, 602. Investigation. Graduate students undertake original investigation of pharmaceutical problems, scientific, professional and commercial. Credit, *Four hours each semester*. DR. GUTH.

603. History of Pharmacy. A survey of American pharmacy with special emphasis given to the effect of legislation upon the development of pharmacy. Credit, *Two hours*. PROF. MULDOON.

608. Seminar. Open to graduate students in pharmacy, on consultation. Selected topics in pharmacy or pharmaceutical chemistry. Credit, *To be arranged*. DR. GUTH.

COMMERCIAL PHARMACY

301. Law. A study of the fundamental principles of the law governing business transactions. Attention is given to sales of personal property, negotiable instruments, partnership, corporations, real property, insurance, banking and bankruptcy. Consideration is given to the laws directly affecting the pharmacist in the conduct of his business. Class, 3 hours. Credit, *Three hours*. MR. DAVIS.

304. Business Practice. An elementary course in the fundamentals of accounting, especially adapted to the needs of the pharmacist. The student is taught to open a set of books, to journalize and post business transactions, to close the ledger, to keep a cash book, to draw a trial balance, and to prepare an income tax report. Class, 3 hours. Credit, *Three hours*. MR. McCLELLAN.

407, 408. Pharmaceutical Economics. A thoroughly practical course giving consideration to the business side of drug-store operation. Lectures and discussions on the subjects of establishing and financing a business; buying, selling and advertising methods; store management. A study is made of the manufacture, uses and sale of important drug-store merchandise. A limited amount of field work is done by the student. Practice is given in water-color lettering for show cards. Laboratory work in the fundamentals of window decoration and merchandise display. Class, 2 hours; laboratory, 3 hours. Credit, *Three hours each semester*. PROF. MULDOON, MR. KREUER, MR. GRIFFITH, MR. GRIMES.

BIOLOGY

101. Botany. A general survey of the plant kingdom. The general morphology and physiology of the higher plants are taken up, followed by a study of the life cycles and evolution of representative plants from the various groups. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. PROF. HOWE, MR. FORTUNATO.

102. Zoology. A general survey of the animal kingdom, including life processes, life histories, and a study of representative forms from the different groups. Class, 3 hours; laboratory, 4 hours. Credit, *Four hours each semester*. PROF. HOWE.

107, 108. Principles of Biology. A cultural course for students desiring some acquaintance with the subject as a whole. This course carries no credit if further work in Biology is taken. Recitations with lecture demonstration. Class, 3 hours. Credit, *Three hours each semester*. MR. SCHUBERT.

201. Vertebrate Zoology. An introduction to the comparative anatomy, development and phylogeny of the vertebrates. Several chordates are dissected in the laboratory, including *Amphioxus*, the dogfish, and the cat. Prerequisite: Biology 102. Class 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HOWE, MR. SCHUBERT.

202 (10). Plant Morphology. A general course covering the structure and life cycle of representative plants from the different groups. Prerequisite: Biology 101. Credit, *Four hours*. DR. HOWE.

301 (16). Bacteriology. This course presents the fundamentals of general bacteriology. Training is given in the preparation of culture media, and in the isolation, staining and characteristics of representative pathogenic and non-pathogenic bacteria. (A previous course in Botany or Zoology is recommended). Class, 3 hours; laboratory, 4 hours. Credit, *Four hours*. DR. HOWE.

304 (16). Bacteriology. This course presents the fundamentals of general bacteriology. Training is given in the preparation of culture media, and in the isolation, staining and characteristics of representative pathogenic and non-pathogenic micro-organisms. Principles of sterilization, disinfection and aseptic technique are emphasized. Immunology and the elementary principles of serology receive attention. Prerequisites: Chemistry 102; Biology 101. Class, 3 hours; laboratory 3 hours. Credit, *Four hours*. DR. VOSS, MR. LLOYD.

311 (13). Physiology. An elementary course in physiology. Prerequisites: Chemistry 102 and 202, or 208. Class, 3 hours; laboratory, 3 hours. Credit, *Four hours*. DR. VOSS, MR. LLOYD.

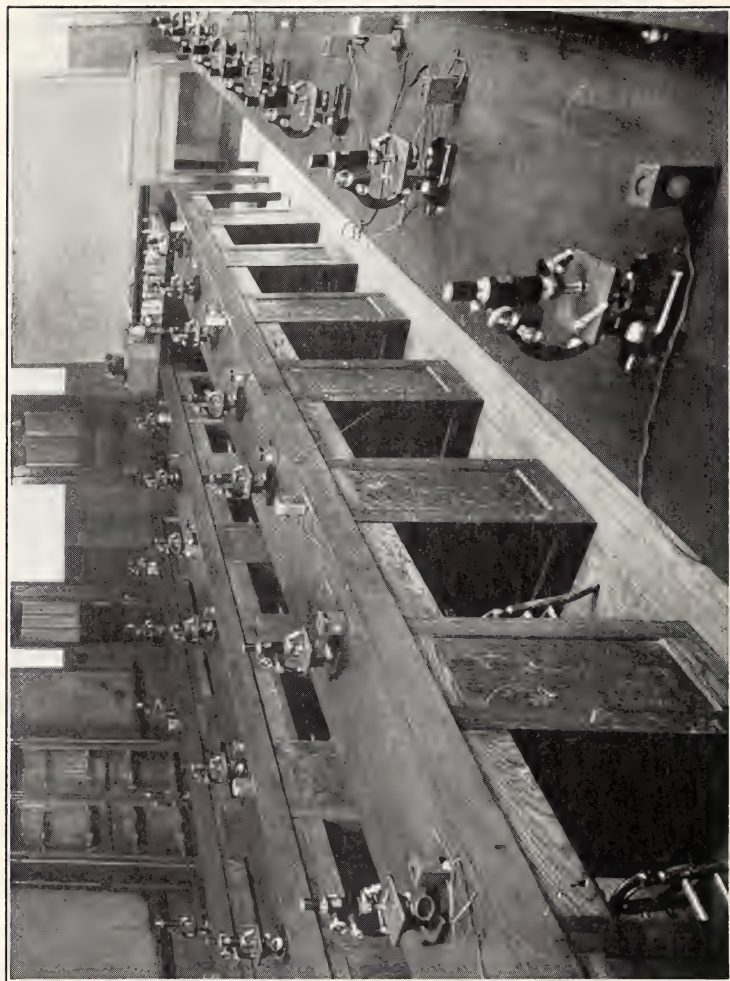
313 (13). Physiology. An elementary course in anatomy, physiology and hygiene. Credit, *Three hours*. MR. SCHUBERT.

319 (19). Field Biology. A study of plants and animals in their natural environment with emphasis upon the higher plants. Lectures upon classification, field trips, and laboratory work upon the preservation and identification of specimens collected. Credit, *Four hours*. DR. HOWE, MR. SCHUBERT.

401 (12). Histology and Microtechnique. A course covering the collection and preservation of biological specimens and the preparation of sections of such material for microscopic study. Some knowledge is gained of the types of cells and tissues found in different plant parts. Prerequisite: Biology 101. Class, 1 hour; laboratory, 6 hours. Credit, *Four hours*. DR. HOWE.

402 (105). Embryology. The early development of vertebrates, including fertilization, cleavage, origin of organ systems, and various phenomena connected with mammalian development. Laboratory work and detailed study of the development of the chick. Lecture, 2 hours; laboratory, 6 hours. Credit, *Four hours*. DR. HOWE, MR. SCHUBERT.

406 (106). Cytology. A morphological and physiological study of the cell, including mitosis, fertilization and reduction division. Credit, *Four hours*. DR. HOWE.



PHARMACOGNOSY LABORATORY

414 (14). First Aid. A series of lectures and demonstrations teaching methods of bandaging; treatment of hemorrhage, collapse, and fractures; and the general care of wounds. This course teaches how to render intelligent aid in cases of accident, while awaiting the arrival of a physician. Class, 1 hour. Credit, *One hour*. DRS. SULLIVAN, BRODIE.

521. Micrology and Histology. Modern techniques for the preparation of plant and animal tissues for microscopic study. The details of histological structure will be studied. The course will be of value to pre-medical students, technicians, biology majors, and high school teachers of biology. Credits variable. DR. HANCE.

601. Biology for Teachers of Biology. A course in which the biology taught by the High School teacher is analyzed and augmented with new facts and methods for the better understanding of the subject by the teacher himself. Credit, *Three hours*. DR. HANCE.

700. Special Problems in Biology. To be arranged. DR. HANCE.

MATERIA MEDICA

302. Pharmacology. The pharmacology, use, posology, and toxicology of medicinal substances. Emphasis is placed on inorganic and synthetic drugs. The action of drugs on animal tissues. Prerequisites: Chemistry 102 and 202, Bio. 311. Class, 3 hours; laboratory, 3 hours. Credit, *Four hours*. DR. VOSS, MR. LLOYD.

405, 406. Pharmacognosy. The following factors are considered for important drugs of vegetable and animal origin; official titles; synonyms, sources, habitat, part or product used, assay, constituents, action, dose and identification. Prerequisites: Materia Medica 2; Chemistry 102 and 202. Class, 4 hours. Credit, *Four hours each semester*. DR. VOSS.

600. Special Problems in Pharmacognosy. Graduate students undertake original investigation in pharmacognosy. Credit, *To be arranged*. DR. VOSS.

601. Microscopic Pharmacognosy. A course dealing with the structure and microchemical reactions of vegetable drugs and certain foods. Prerequisites: Chemistry 202; Biology 101. Class, 1 hour; laboratory, 4 to 6 hours. Credit, *Three or Four hours*. DR. VOSS.

603. Seminar. Open to graduate students in pharmacy, on consultation. Credit, *To be arranged*. Staff.

606. Immunology. A study of antigen antibody reactions. Vaccines and the various types of serums are studied in connection with diagnosis and immunity. Prerequisite: Biology 304. Credit, *To be arranged*. DR. VOSS.

607, 608. Biological Testing. A course devoted to a study of techniques employed in the physiological testing and biologic assay of drugs and chemicals. Credit, *To be arranged*. DR. VOSS.

MATHEMATICS

107. Advanced Algebra. Quadratics, progressions, inequalities, logarithms, binomial theorem, ratio, proportion, variation, convergence of series. Partial fractions, determinants. Permutations and combinations. Theory of equations. Credit, *Three hours*. DR. CRONIN.

DUQUESNE UNIVERSITY SCHOOL OF PHARMACY

PHYSICS

201, 202. Physics. A general course designed for students who are taking physics as part of a general course in arts and sciences; for those who wish to satisfy pre-medical requirements and for those who wish to teach high school physics. The subjects covered are: mechanics, properties of matter, heat, wave motion, sound, magnetism, electricity and light. Prerequisites: Math. 13 and 20. Class, 4 hours; laboratory, 3 hours. Credit, *Four hours each semester*. PROF. DAVIS, MR. KOZORA.

ENGLISH

101, 102. English Composition. A course in writing based on the belief that one learns to write well by writing frequently, and that good writing reflects clear thinking. This course studies language as a science, and is designed to provide the basis of a self-conscious mental discipline together with ease and sureness in self-expression. Credit, *Eight hours*. The Department.

201, 202. Philosophy of Literature. Designed to develop in the student an understanding of the principles of literary art and expression, the course considers for critical analysis the great works in the stream of English literature. Credit, *Eight hours*. The Department.

ETHICS

101, 102. General Ethics. A course considering the fundamentals of human activities and the purpose of human life. Man's motives for action, and the applications of the natural law; the intuitive and reasoned conscience; habits, their origin and control. Credit, *Four hours*. Staff.

319. Pharmaceutical Ethics. A lecture course devoted to the study of general moral principles as they affect pharmaceutical and medical practice. The course emphasizes the special responsibilities of the pharmacist. Class, 1 hour. Credit, *One hour*. DR. CARROLL.

PHILOSOPHY

201, 202. Logical Thinking. Essentially a course in Criteriology, this introductory course is divided into three parts: (a) the nature of truth and certitude, (b) means of acquiring truth, (c) the ultimate criterion of truth and certitude. The aim of the course is to show how and why we can trust our senses, our mind, and human and divine authority in history, art, etc., to be infallible in giving us truth, of which finally, objective evidence is shown to be the ultimate criterion. Credit, *Four hours*. Staff.

GENERAL INFORMATION

PRIZES AND SCHOLARSHIPS

The following prizes are offered:

Pharmacy Prize. One year's membership in the American Pharmaceutical Association is awarded annually by Mr. Ralph R. Kreuer to the member of the graduating class who shall have attained the highest general average in all subjects in the Department of Pharmacy during the four-year course.

Chemistry Prize. One year's membership in the American Pharmaceutical Association is awarded annually by Dean Hugh C. Muldoon, to the member of the graduating class who shall have attained the highest general average in all subjects in the Department of Chemistry during the four-year course.

Materia Medica Prize. One year's membership in the American Pharmaceutical Association is awarded annually by Prof. Elbert Voss to the member of the graduating class who shall have attained the highest general average in all subjects in the Department of Materia Medica and Botany during the four-year course.

Lehn and Fink Prize. In order to stimulate interest and research in Pharmacy, Lehn and Fink Products Co., New York City, furnishes annually a gold medal to be awarded to the member of the graduating class who in the judgment of the faculty has attained the highest general average in Pharmacy, or who has accomplished some special work in Pharmacy that is worthy of such recognition.

Pharmaceutical Activities Key. A gold key is presented annually to that member of the graduating class who is chosen by vote of the faculty and the graduates as the student who has done most for the School of Pharmacy and for the university during his scholastic career at Duquesne University.

University Scholarships. The university maintains a number of whole and part scholarships, some of which are awarded for meritorious work in high school and others on the basis of competitive examinations. For information concerning these scholarships confer with the Registrar or consult the General Bulletin of the university.

Fairchild Scholarship. Mr. Samuel W. Fairchild of New York City offers annually a scholarship amounting to \$500 in cash to graduates who have just completed a course in pharmacy in a school holding membership in the American Association of Colleges of Pharmacy. Competitive examinations are held at Duquesne University in June of each year. Students may be required to show their ability in research by the presentation of a brief thesis on a subject relating to pharmacy.

Pharmaceutical Association Prize. A prize of five dollars is awarded annually to the student who presents before the Pharmaceutical Association, the most interesting and instructive original paper on a subject of interest to pharmacists.

RELIGIOUS INFLUENCES

The university is conducted under Catholic auspices but students of all religious denominations are admitted. About forty per cent of the student body are not Catholics. The Catholic students are required to attend classes in religious instruction and an annual spiritual retreat is conducted for their benefit. During this period ethical conferences are offered for other students who wish to attend them. Various chapel exercises are provided as occasion warrants.

STUDENT PUBLICATIONS

The *Duquesne Monthly* is a literary magazine conducted in connection with the classes in English. Students are encouraged to prepare for publication essays, short stories, poems, news items and critical reviews. The *Monthly* is an aid to the development of literary taste and talent. The general reader will find it interesting.

The *Duquesne Duke* is a live newspaper, devoted to campus doings, published weekly by the cooperation of students from all the schools of the university.

TEXTBOOKS

Since textbooks are subject to change without notice, students are advised not to purchase them until told to do so by the instructor in charge of the class. If books are purchased in advance, care should be taken to procure only the latest editions. The cost of books for the first year is about \$20. Text books may be bought at the University Book Store at current prices.

The following textbooks are in current use;

- | | |
|--|--|
| General Chemistry, <i>Smith-Kendall</i> | Essentials of Physiological Chemistry, <i>Anderson</i> |
| Laboratory Manual, <i>Smith-Kendall</i> | Red Cross Manual of First Aid |
| Pharmaceutical Latin, <i>Muldoon</i> | United States Pharmacopoeia, XI |
| Principles of Pharmacy, <i>Arny-Fischelis</i> | The Human Body and its Functions, <i>Best and Taylor</i> |
| College Handbook of Composition, <i>Wooley and Scott</i> | National Formulary, VI |
| Literary Readings in English Prose, <i>Specking</i> | Pennsylvania Business Law, <i>Sullivan</i> |
| English Fundamentals, <i>Emery and Kierzek</i> | Art of Compounding, <i>Scoville</i> |
| Qualitative Analysis, <i>Reedy</i> | Organic Chemistry, <i>Muldoon</i> |
| A Textbook of Pharmaceutical Arithmetic, <i>Bradley</i> | Laboratory Manual of Organic Chemistry, <i>Muldoon</i> |
| Introduction to Quantitative Analysis, <i>Mahin</i> | Bacteriology, <i>Burdon</i> |
| Bookkeeping and Accounting, <i>McKinsey</i> | Laboratory Technique in Bacteriology, <i>Lavine</i> |
| | Elements of Botany, <i>Holman and Robbins</i> |
| | Materia Medica, Pharmacology and Therapeutics, <i>Blumgarten</i> |

EMPLOYMENT IN DRUG STORES

Many students find it necessary or advisable to work in drug stores during the college year. Such employment is approved when the college work does not suffer thereby. The university is sometimes able to aid students in securing positions. A list of students who seek positions is maintained in the office of the Dean. When employers request aid in obtaining assistants, such students are notified so that they may make personal application.

PHARMACEUTICAL ASSOCIATION

The Pharmaceutical Association, whose membership includes all students registered in the School of Pharmacy, aims to promote their interests, scholastic and social. Under its auspices many worthwhile events are arranged during the school year.

LIST OF GRADUATES 1939

BACHELOR OF SCIENCE

BARCH, GEORGE F.....	Natrona
BARRY, RICHARD H.....	Brownsville
BERNARDO, GRACE V.....	Wilson
EICHLER, JAMES C.....	Clairton
ELKIND, WILLIAM.....	Pittsburgh
KAUFMAN, ELSIE A.....	Pittsburgh
KOELKER, SARA ELIZABETH.....	Pittsburgh
KOSIBA, GENEVIEVE E.....	McKees Rocks
LAUFE, HAROLD A.....	Pittsburgh
LINTON, EDWARD I.....	Braddock
MCCAGH, EDWARD T.....	McKees Rocks
NATOLI, DONALD J.....	Norwich, N. Y.
OBSHARSKY, WALTER S.....	Belle Vernon
PACENTA, CLIFFORD T.....	Pottsville
PETRILLI, EDWARD.....	Pittsburgh
STERN, GILBERT.....	East Pittsburgh
TIMO, JOHN E.....	Donora
WERL, FREDERICK W.....	Braddock

LIST OF STUDENTS 1939-40

FOURTH YEAR STUDENTS

APYAR, EDWARD S.....	Monessen
BARKSDALE, SISTER MARY AUDREY, A.B.....	Greensburg
BENDER, HOWARD T.....	Ambridge
BERG, ALBERT, L., JR.....	Wilkinsburg
BLASI, IRWIN D.....	Pittsburgh
BOENIGK, JOHN W.....	North Braddock
BOKSENBAUM, MILTON M.....	McKees Rocks
BOLTACZ, PAUL R.....	Carnegie
CAIN, WILLIAM J.....	Pittsburgh
EREMITA, ARMAND R.....	Pittsburgh
GOZDOWSKI, MATTHEW.....	East Pittsburgh
LEVINE, JULES.....	Mt. Clemens, Mich.
LONDON, JACK C.....	Pittsburgh
MALLINGER, PAUL.....	McKees Rocks
MAZZONI, ALDO R.....	Bridgeville
McMILLIN, GEORGE L.....	Pittsburgh
NEWLAND, CHARLES B.....	Millvale

PASQUALICCHIO, EDWARD J.....	Erie
PYZDROWSKI, WANDA M.....	Pittsburgh
ROSENBERGER, RALPH G.....	Carrick
SCALISE, FRANK, JR.	Pittsburgh
SIMON, JAMES C.....	Rankin
STERN, EARL.....	East Pittsburgh
TSVETANOFF, ALEX S.....	Campbell, Ohio
WEYELS, ARTHUR G.....	Braddock
ZVOLENSKY, JOSEPH A., B.S.....	New Kensington

THIRD YEAR STUDENTS

BRADENBERG, WILLIAM L.....	Brackenridge
CURRAN, JOHN V.....	Pittsburgh
DEUTZER, HARRY J.....	Pittsburgh
ENGLISH, JOHN N.....	Pittsburgh
FACTOR, JOSEPH P.....	Natrona
FELD, ARNOLD H.....	Pittsburgh
GARRITY, WILLIAM V.....	Erie
KASPERIK, LOUIS V.....	Blairsville
KAUFFMAN, HARRY.....	McKees Rocks
LEWINE, DONALD S.....	South Fork
RABARZYNSKI, WALTER M.....	Pittsburgh
RAWE, ELIZABETH S.....	New Martinsville, W. Va.
REED, WILLIAM F.....	Brownsville
RUBIN, ANNE F.....	Wheeling, W. Va.
TRAMBLEY, LEO E.....	Erie
WHITE, WALTER E.....	Pittsburgh

SECOND YEAR STUDENTS

APPLBAUM, IRWIN.....	Donora
ASHLEY, WILLIAM F.....	Pittsburgh
BELCASTRO, PATRICK F.....	Pittsburgh
BROBECK, FREDERICK J.....	McKees Rocks
CONLEY, BERNARD E.....	Medina, N. Y.
GLICK, SAUL J.....	McKees Rocks
GRECO, SALVATORE J.....	Monessen
HAMMER, SISTER MARY JUSTIN.....	Villa Maria
HARLICH, ARTHUR.....	Pittsburgh
HICKS, ELIZABETH JANE.....	Pittsburgh
LEIBEL, SOLOMON.....	Youngstown
McFARLAND, WILLIAM G.....	Clearfield
MANCUSO, MICHAEL J.....	Pittsburgh
MAZUKNA, JOHN P.....	Pittsburgh
MELCHER, ALOYSIUS S.....	Pittsburgh

DUQUESNE UNIVERSITY SCHOOL OF PHARMACY

MILES, JAMES.....	Pittsburgh
MONTGOMERY, WILLIAM B.....	Mercer
NEWLAND, CURTIS E.....	Millvale
PERRY, ANTHONY V.....	Hillsville
PONAS, JOHN W.....	Newburyport, Mass.
RECH, ARNOLD G.....	Pittsburgh
SHINER, LEONARD H.....	Pittsburgh
SYRKO, ETHEL.....	West Homestead

FIRST YEAR STUDENTS

ADAMS, JOHN G.....	Pittsburgh
BARAD, WILLIAM.....	Pittsburgh
BARANOWSKI, JANE HELEN.....	Pittsburgh
BIANCARELLI, GEORGE A.....	Jessup
BOYLE, THOMAS E.....	Derry
BROAD, LOUIS.....	Pittsburgh
CHMIEL, SISTER MARY FIDELIA.....	Coraopolis
FOLIO, FRANK B.....	Clarksburg, W. Va.
GETZ, HOWARD A.....	Pittsburgh
GOLDBERG, HERBERT R.....	Dormont
GOLDFIELD, NORMAN B.....	Braddock
HELPER, MILTON E.....	Pittsburgh
HELLER, GEORGE H.....	Pittsburgh
JASKULSKI, JOSEPH M.....	Ambridge
KENNEY, GEORGE B.....	Charleston, W. Va.
KONTOR, ROBERT E.....	Pittsburgh
KOONTZ, JAMES A.....	Swissvale
KRAUSE, ANNE ROSE.....	Atlantic City, N. J.
LAZARUS, ARNOLD H.....	Pittsburgh
LEVENSON, FREDERICK A.....	Pittsburgh
LORENCE, JOSEPH P.....	Pittsburgh
MARONE, PETER M.....	Pittsburgh
MATISI, JOHN B.....	Endicott, N. Y.
MIELE, ROBERT D.....	Bridgeville
RECHTORIK, SISTER MARY PELAGIA.....	Perrysville
SEDLACKO, ANDREW A.....	Struthers, Ohio
TALLARICO, FRANCIS C.....	Sharpsburg
WHITFIELD, JOHN P.....	Pittsburgh
WRIGHT, LEWIS F.....	Pittsburgh

General Information

For application blanks for admission, information concerning admission requirements and general information concerning the college or the schools of the university, address the Registrar, Duquesne University, Bluff and Colbert Streets, Pittsburgh, Pa., or phone Grant 4635.

For schedules of evening courses or information concerning courses offered in the Evening Division, address the Director, Evening Division, Fitzsimons Building, 331 Fourth Avenue, Pittsburgh, Pa., or phone Court 3886

DUQUESNE UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

SCHOOL OF LAW

SCHOOL OF DRAMA

SCHOOL OF BUSINESS ADMINISTRATION

SCHOOL OF PHARMACY

SCHOOL OF MUSIC

SCHOOL OF EDUCATION

GRADUATE SCHOOL

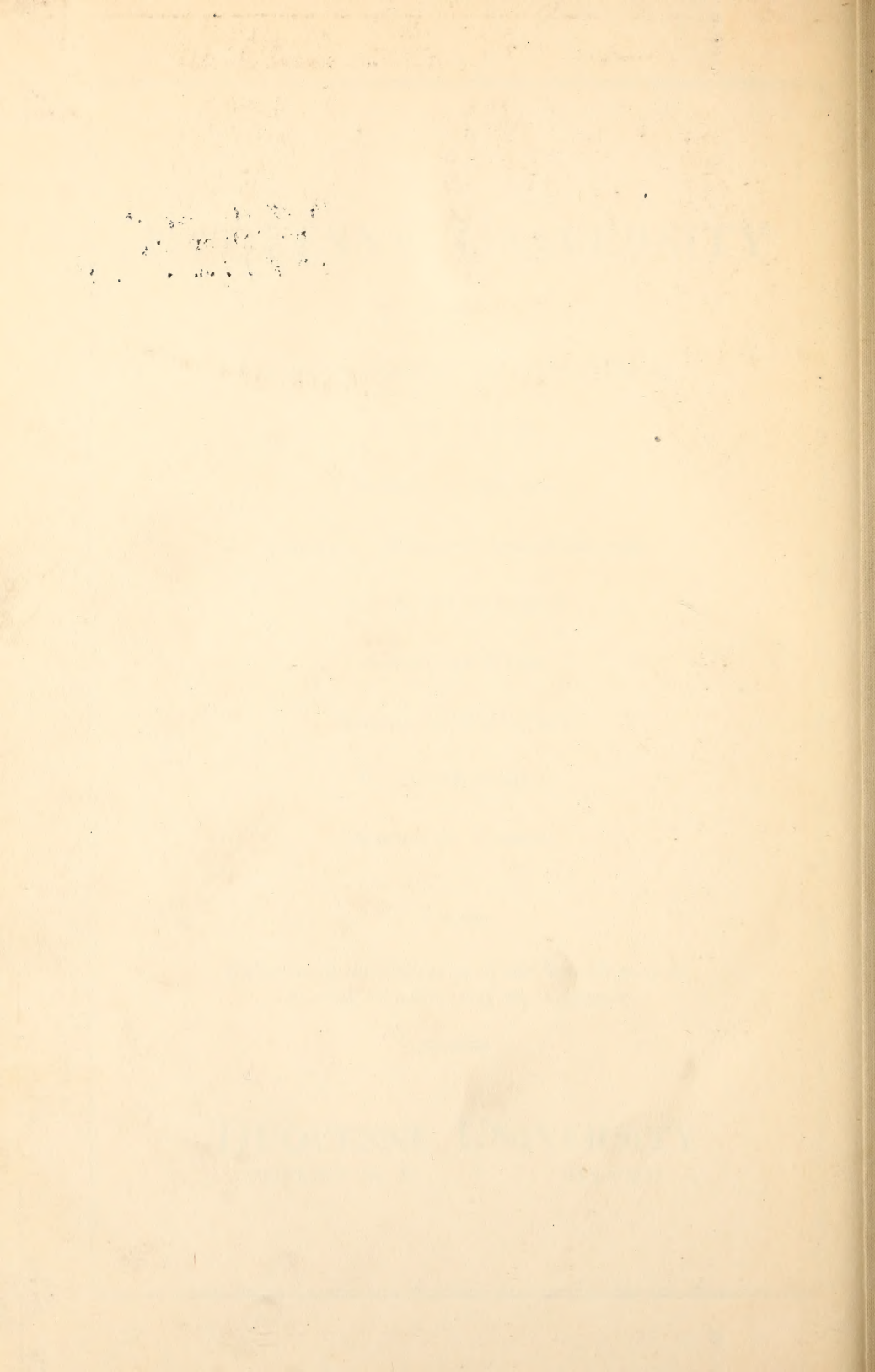
SCHOOL OF NURSING

*Bulletins of the College or of the Schools may be
obtained by addressing the Registrar.*

DUQUESNE UNIVERSITY

PITTSBURGH, PA.

GRant 4635



Office of the Registrar
Duquesne University
Pittsburgh, Pa. 15219

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